



PHASER® 7700  
COLOR PRINTER  
USER GUIDE



**Tektronix**  
COLOR PRINTERS BY  
**XEROX**

**XEROX**  
NETWORK PRINTERS



**Tektronix**

**COLOR PRINTERS BY**

**XEROX**

**Phaser® 7700 Color Printer  
User Guide**

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# Printer Warranty

Xerox warrants that the Phaser 7700 Printer will be free from defects in materials and workmanship for a period of one (1) year from the date of shipment. If the product proves defective during the warranty period, Xerox, at its option, will:

- (1) repair the product by means of telephone support or on-site service at no charge for parts or labor,
- (2) replace the product with a comparable product, or
- (3) refund the amount paid for the product, less a reasonable allowance for usage, upon its return.

Under this product warranty, the Customer must notify Xerox or its authorized service representative of the defect before the expiration of the warranty period. To obtain service under this warranty, the Customer must first contact Xerox Telephone Support personnel or that of its authorized service representative. Telephone Support personnel will work to resolve issues professionally and quickly, however the Customer must reasonably assist Xerox or its authorized representative.

If telephone support is unsuccessful, Xerox or its authorized service representative will provide warranty repair at Customer's site without charge as provided below:

- Service is available within the customary on-site service area in the United States and Canada for products purchased in the United States and Canada.
- Inside the European Economic Area, service is available within the customary on-site service area for products purchased in the EEA.
- Outside the US, Canada, & EEA, service is available within the customary on-site service area in the country of purchase.

Xerox reserves the right to charge for on-site service in exceptional cases.

A description of the customary on-site service area may be obtained from the local Xerox Customer Support Center or authorized Xerox distributor. On-site service is at Xerox or its authorized service representative's sole discretion and is considered an option of last resort.

If the Customer's product contains features that enable Xerox or its authorized service representative to diagnose and repair problems with the product remotely, Xerox may request that Customer allow such remote access to the product.

In the maintenance of the product, Xerox may use new or equivalent to new parts or assemblies for equal or improved quality. All defective parts and assemblies become the property of Xerox. Xerox, at its option, may request the return of these parts.

## CONSUMABLES WARRANTY

Xerox warrants that toner cartridges will be free from defects in materials and workmanship for a period of one (1) year from date of installation. All other Customer Replaceable Consumables (CRCs) will be covered for a period of ninety (90) days (six (6) months where longer periods are required by law) from the date of installation, but not more than one (1) year from date of shipment. Under this warranty, the Customer must notify Xerox or its authorized service representative of the defect before the expiration of the warranty period. XEROX MAY REQUIRE THAT THE DEFECTIVE CRC BE RETURNED TO A DESIGNATED XEROX DEPOT OR THE XEROX REPRESENTATIVE FROM WHICH THE CRC WAS ORIGINALLY PURCHASED. Claims will be handled according to the current Xerox procedure.

These warranties shall not apply to any defect, failure or damage caused by improper use or improper or inadequate maintenance and care. Xerox shall not be obligated under these warranties:

- a) to repair damage resulting from attempts by personnel other than Xerox representatives to install, repair or service the product unless directed by a Xerox representative;
- b) to repair damage, malfunction, or degradation of performance resulting from improper use or connection to incompatible equipment or memory;
- c) to repair damage, malfunction, or degradation of performance caused by the use of non-Tektronix/Xerox printer supplies or consumables or the use of Tektronix/Xerox supplies not specified for use with this printer;
- d) to repair a product or CRC that has been modified or integrated with other products when the effect of such modification or integration increases the time or difficulty of servicing the product or CRC;
- e) to perform user maintenance or cleaning or to repair damage, malfunction, or degradation of performance resulting from failure to perform user maintenance and cleaning as prescribed in published product materials;
- f) to repair damage, malfunction, or degradation of performance resulting from use of the product in an environment not meeting the operating specifications set forth in the user manual;
- g) to repair this product after the limit of its duty cycle has been reached; all service thereafter shall be billed on a time and material basis;
- h) to replace CRCs that have been refilled, are used up, abused, misused, or tampered with in any way.

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For the software warranty please see the end user license agreement included with the software.

In certain geographies this product is warranted by Fuji Xerox. This statement of warranty does not apply in Japan – please refer to the warranty statement provided in the Japanese user manual for products purchased in Japan.

If you are an Australian consumer, you should be aware that the Trade Practices Act 1974 and equivalent State and Territory legislation (collectively "the Acts") contain special provisions designed to protect Australian consumers. Nothing in any Fuji Xerox warranty material excludes or limits the application of any provision of any of the Acts, where to do so would contravene the Acts or cause any part of this warranty to be void. In this warranty material, an implied condition or warranty, the exclusion of which from a contract with a "Consumer" (as defined in the Acts) would contravene any provision of the Acts or cause any part or all of this warranty to be void, is called a "Non-excludable Condition". To the full extent permitted by law, Fuji Xerox's sole and total liability to the customer for a breach of any Non-excludable Condition (including for any consequential loss suffered by the customer) is limited, except as otherwise stated herein, to (at Fuji Xerox' option) replacing or repairing the goods, or resupplying, or paying the cost of the resupply of, the services, in respect of which the breach occurred. Subject to the above, all conditions and warranties which would or might otherwise be implied in a Consumer contract, whether by operation of statute, inference from circumstances, industry practice or otherwise, are excluded.

# User Safety Summary

Your printer and the recommended consumable supplies have been designed and tested to meet strict safety requirements. Attention to the following notes will ensure the continued safe operation of your printer.

The Phaser 7700 complies with international safety standards and is certified as a Class 1 Laser Product. With specific regard to lasers, the equipment complies with laser product performance standards set by governmental, national, and international agencies as a Class 1 Laser Product. It does not emit hazardous light, as the beam is totally enclosed during all modes of customer operation and maintenance.

## Electrical Safety

- Use the power cord supplied with your printer.
- Do not use a ground adapter plug to connect the printer to a power source receptacle that lacks a ground connection terminal.
- Plug the power cord directly into a properly grounded electrical outlet. Do not use an extension cord. If you do not know whether an outlet is grounded, ask an electrician to check the outlet.

## Warning

Avoid the potential of severe electrical shock by ensuring that the printer is properly grounded.

- Do not place the printer where people may step on the power cord.
- Do not place objects on the power cord.
- Do not obstruct the ventilation openings. These openings are provided to prevent overheating of the printer.

## Warning

Do not push objects into slots or openings on the printer. Making a contact with a voltage point or shorting out a part could result in fire or electrical shock.

- If you notice unusual noises or odors, switch off the printer power immediately. Disconnect the power cord from the electrical outlet. Call an authorized service representative to correct the problem.
- The power cord is attached to the printer as a plug-in device at the back of the printer. In the event it is necessary to remove all electrical power from the printer, disconnect the power cord from the power receptacle.

## Note

Leaving the printer on is recommended for optimum performance, and does not pose a safety hazard.

- If any of the following conditions occur, switch off the printer power immediately, disconnect the power cord, and call an authorized service representative.
  - The power cord is damaged or frayed.
  - Liquid is spilled into the printer.
  - The printer is exposed to water.
  - Any part of the printer is damaged.

## **Maintenance Safety**

- Do not attempt any maintenance procedure that is not specifically described in the documentation supplied with your printer.
- Do not use aerosol cleaners. The use of supplies that are not approved may cause poor performance and could create a dangerous condition.
- Do not remove the covers or guards that are fastened with screws unless you are installing optional equipment and are specifically instructed to do so. Power should be OFF when performing these installations. Except for user-installable options, there are no parts that you can maintain or service behind these covers.

## **Operational Safety**

Your printer and supplies were designed and tested to meet strict safety requirements. These include safety agency examination, approval, and compliance with established environmental standards.

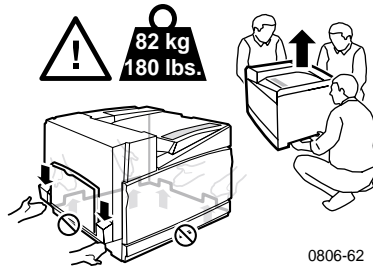
Your attention to the following safety guidelines will help to ensure the continued safe operation of your printer.

- Use the material and supplies specifically designed for your printer. The use of unsuitable materials may result in poor performance and possibly a hazardous situation.
- Follow all warnings and instructions marked on, or supplied with, the printer, options and supplies.
- Place the printer in a dust free area where the temperature range is 50 degrees F to 90 degrees F (10 degrees C to 32 degrees C) and the relative humidity range is 10 percent to 85 percent.
- Place the printer in an area where there is adequate space for ventilation, operation and servicing. The recommended minimal spacing is 20 cm (8 in.) behind and on each side of the printer. Do not block or cover the slots and openings on the printer. Without adequate ventilation, the printer may overheat.
- For optimum performance, use the printer at elevations below 2,500 m (8,200 ft.). Performance may diminish at elevations between 2,500 m (8,200 ft.) and 3,000 m (9,840 ft.). Use at elevations above 3,000 m (9,840 ft.) exceeds operability limits.
- Do not place the printer near a heat source.
- Do not place the printer in direct sunlight.
- Do not place the printer in line with the cold air flow from an air conditioning system.

- Place the printer on a level, solid surface with adequate strength for the weight of the machine. The base printer weight without any packaging materials is 82 kg (180 pounds).
- The printer is heavy, and must be lifted by three people. The illustration below shows the proper technique for lifting the printer.

**Note**

Do not use the Multi-Purpose Tray (MPT) to lift the printer.



- Follow the recommended procedure (on *page 74*) when moving the printer from one location to another.
- Do not place any liquids on the printer.

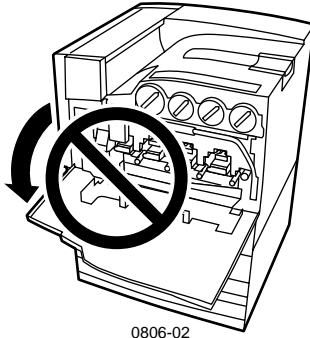
**Warning**

Be careful when working in areas inside the printer identified with a warning symbol. These areas may be very hot and could cause personal injury.

- Wait 10-15 seconds between switching the printer off and on.
- Keep hands, hair, neckties, etc., away from the exit and feed rollers.

While printing, follow these safety guidelines:

- Do not remove the paper source tray that you have selected in the driver or front panel
- Do not open the covers while printing.



0806-02

- Do not switch off the printer power while printing.
- Do not move the printer while printing.



**Symbols as marked on product:**

DANGER high voltage:



Protective ground (earth) terminal:



Hot surface on or in the printer. Use caution to avoid personal injury:



Use caution (or draws attention to a particular component). Refer to the manual(s) for information:



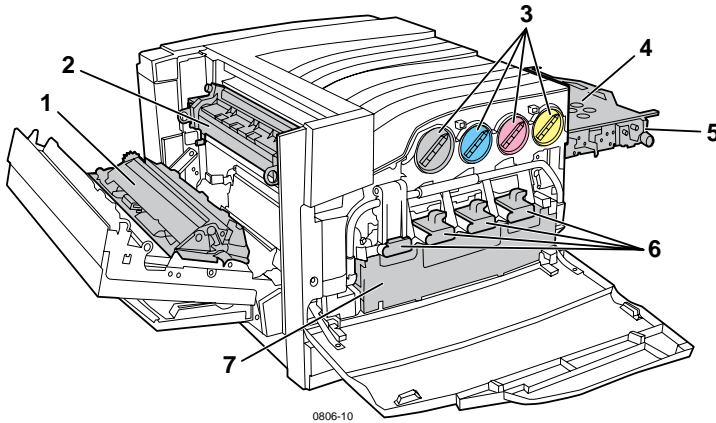
**Warning**

If the product loses the ground connection, usage of knobs and controls (and other conductive parts) can cause an electrical shock. Electrical products may be hazardous if misused.

**Warning**

For your protection, do not disable any internal safety locks or sensors.

# Xerox Supplies and Accessories



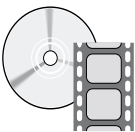
1	Transfer Roller	5	Accumulator Belt Cleaner
2	Fuser	6	Print Cartridges
3	Toner Cartridges	7	Waste Cartridge
4	Accumulator Belt		

## Note

Inside the printer, all handles and points of user interaction for replacing Customer-Replaceable Consumables (CRCs) are **light orange**.

When the front panel notifies you that a supply is low or needs to be replaced, make sure that you have replacements on hand. To order supplies and accessories, contact your local dealer or visit the Xerox web site:

**[www.xerox.com/officeprinting/supplies/](http://www.xerox.com/officeprinting/supplies/)**

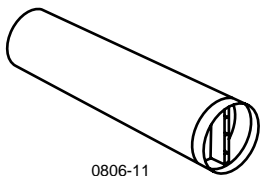


Videos are available with instructions for loading Customer-Replaceable Consumables and Units. Videos are located on the CD-ROM or the Xerox web site:

**[www.xerox.com/officeprinting/7700support/](http://www.xerox.com/officeprinting/7700support/)**

If you loaded the videos on your PC's hard drive, you can also access the videos in the driver's **Troubleshooting** tab.

## Customer-Replaceable Consumables (CRCs)



0806-11

### High-Capacity Toner Cartridges

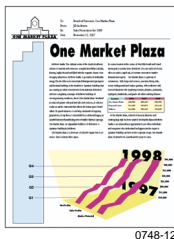
Black toner cartridge life expectancy is up to 12,000 images on letter-size paper at 5 percent coverage per color. Cyan, magenta, and yellow toner cartridge life expectancy is up to 10,000 images on letter-size paper at 5 percent coverage per color. The following customer-usage patterns may significantly reduce toner cartridge life: greater than 5 percent coverage per color, using paper that is larger than letter-size, and printing jobs of less than 3 pages.

Item	Part Number
Black	016-1947-00
Cyan	016-1944-00
Magenta	016-1945-00
Yellow	016-1946-00

### Standard-Capacity Toner Cartridges

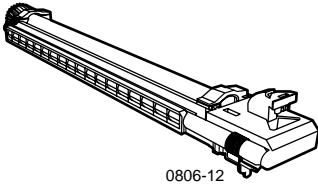
Black toner cartridge life expectancy is up to 5,000 images on letter-size paper at 5 percent coverage per color. Cyan, magenta, and yellow toner cartridge life expectancy is up to 4,000 images on letter-size paper at 5 percent coverage per color. The following customer-usage patterns may significantly reduce toner cartridge life: greater than 5 percent coverage per color, using paper that is larger than letter-size, and printing jobs of less than 3 pages.

Item	Part Number
Black	016-1882-00
Cyan	016-1879-00
Magenta	016-1880-00
Yellow	016-1881-00



0748-12

This is an example of 5 percent coverage per color (20 percent coverage per page).

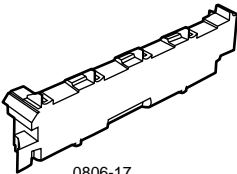


0806-12

## Print Cartridge

Print cartridge life expectancy is up to 24,000 letter-size pages based on standard print job sizes. The following customer-usage patterns may significantly reduce print cartridge life: greater than 5 percent coverage per color, using paper that is larger than letter-size, and printing jobs of less than 3 pages.

Item	Part Number
Print Cartridge	016-1886-00
Print Cartridge Kit (contains four print cartridges, one for each color)	016-1883-00

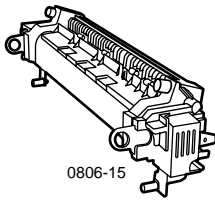


0806-17

## Waste Toner Cartridge

Waste Toner Cartridge life expectancy is up to 6,000 letter-size pages. The following customer-usage patterns may significantly reduce toner cartridge life: greater than 5 percent coverage per color, using paper that is larger than letter-size, and printing jobs of less than 3 pages.

Item	Part Number
Waste Toner Cartridge	016-1891-00

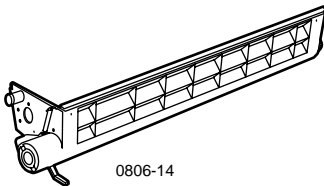


## Fuser

Fuser life expectancy is 60,000 letter-size pages based on continuous printing. The following customer-usage patterns may significantly reduce the fuser life: using paper that is larger than letter-size, greater than 5 percent coverage per color, printing short-edge feed, and printing on transparencies or specialty papers.

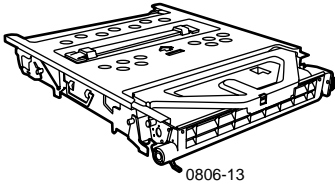
Item	Part Number
110 volt Fuser	016-1887-00
220 volt Fuser	016-1888-00

## Customer Replaceable Units (CRUs)



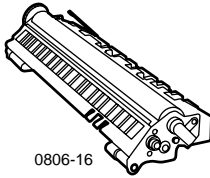
## Belt Cleaner Assembly

Item	Part Number
Belt Cleaner Assembly	116-1094-00



## Accumulator Belt

Item	Part Number
Accumulator Belt	016-1889-00



## Transfer Roller

Item	Part Number
Transfer Roller	016-1890-00

# Supplies

## Xerox Phaser Professional Printing Paper

Item	Size	Description	Part Number
Phaser Premium Color Printing Paper 90 g/m <sup>2</sup> (24 lb. bond)	A/Letter (U.S.) 8.5 x 11 in.	500 sheets	016-1368-00
	A4 (Metric Letter) 210 x 297 mm	500 sheets	016-1369-00
	11 x 17 in.	500 sheets	016-1699-00
	A3	500 sheets	016-1700-00
	12 x 18 in.	500 sheets	016-1900-00
Phaser Glossy Coated Paper 148 g/m <sup>2</sup> (100 lb. book)	A/Letter (U. S.) 8.5 x 11 in.	100 sheets	016-1704-00
	A4 (Metric Letter) 210 x 297 mm	100 sheets	016-1705-00
	11 x 17 in.	50 sheets	016-1718-00
	A3	50 sheets	016-1719-00
	12 x 18 in.	50 sheets	016-1940-00
Phaser Premium Cover Paper 160 g/m <sup>2</sup> (60 lb. cover)	A/Letter (U. S.) 8.5 x 11 in.	100 sheets	016-1823-00
	A4 (Metric Letter) 210 x 297 mm	100 sheets	016-1824-00
Phaser Premium Coated Cover Paper 216 g/m <sup>2</sup> (80 lb. cover)	11 x 17 in.	100 sheets	016-1963-00
	A3	100 sheets	016-1964-00
	12 x 18 in.	250 sheets	016-1788-00
Graphics Imaging Paper	12 x 18 in.	50 sheets	016-1958-00
Newsprint Proofing Paper	12 x 18 in.	250 sheets	016-1960-00

## Xerox Phaser 7700 Premium Transparency Film

Item	Size	Description	Part Number
Premium	A/Letter (U. S.) 8.5 x 11 in.	50 sheets	016-1950-00
Premium	A4 (Metric Letter) 210 x 297 mm	50 sheets	016-1951-00

## Xerox Phaser Transparency Sleeves and Pockets

Item	Description	Part Number
Transparency Sleeve		
■ A/Letter-size	50 sleeves	016-1130-00
■ A4-size	50 sleeves	016-1131-00
Transparency Pocket		
■ A/Letter-size	50 pockets	016-1194-00

## Xerox Phaser Color Laser Labels

Size	Description	Part Number
A/Letter (U. S.) 8.5 x 11 in. (108 lb. label)	100 sheets / 30 labels per sheet (1.0 x 2.625 in. labels)	016-1695-00
A/Letter (U. S.) 8.5 x 11 in. (108 lb. label)	100 sheets / 6 labels per sheet (3.33 x 4.0 in. labels)	016-1696-00
A4 (Metric Letter) 210 x 297 mm (176 g/m <sup>2</sup> )	100 sheets / 14 labels per sheet (38.1 x 99.1 mm labels)	016-1688-00
A4 (Metric Letter) 210 x 297 mm (176 g/m <sup>2</sup> )	100 sheets / 8 labels per sheet (67.7 x 99.1 mm labels)	016-1689-00

## Staple Pack

Item	Description	Part Number
Package of staples	Three packs of 5000 staples	016-1971-00

## Repackaging Kit

Item	Description	Part Number
Repackaging Kit	Packing materials and instructions for repackaging the printer	065-0592-00



## Accessories

### Universal Trays

Item	Description	Part Number
Trays 1-4	500 sheets of 75 g/m <sup>2</sup> (20 lb. bond) paper 150 transparency sheets	116-1091-00

### Lower Tray Deck

Feature	Part Number
<ul style="list-style-type: none"> <li>■ Includes three Universal trays.</li> <li>■ Increases paper-printing capacity.</li> <li>■ Paper capacity is 1500 sheets of 75 g/m<sup>2</sup> (20 lb. bond) paper.</li> </ul>	7700LTD/A

### High-Capacity Feeder

Feature	Part Number
<ul style="list-style-type: none"> <li>■ Includes one Universal tray and two High-Capacity Letter/A4 trays.</li> <li>■ Increases paper-printing capacity.</li> <li>■ Paper capacity is 2500 sheets of Letter-size or A4-size 75 g/m<sup>2</sup> (20 lb. bond) paper.</li> </ul>	7700HCF/A

### Finisher

Feature	Part Number
<ul style="list-style-type: none"> <li>■ Includes one finisher output tray and stapler.</li> <li>■ Increases output capacity.</li> </ul>	7700FNS/A

## Printer Cart

Feature	Part Number
<ul style="list-style-type: none"><li>■ Available for printers without a Lower Tray Deck or High-Capacity Feeder.</li><li>■ Ergonomic surface height.</li><li>■ Provides storage for supplies.</li></ul>	ZCARTC/A

## Additional Memory

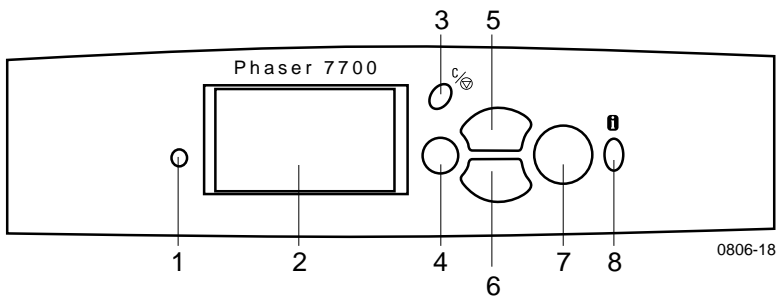
Feature	Part Number
<ul style="list-style-type: none"><li>■ 128 Mbytes</li></ul>	ZMC128/A
<ul style="list-style-type: none"><li>■ 256 Mbytes</li></ul>	ZMC256/A

# Front Panel Usage

## Front panel description

The front panel:

- Displays the printer's operating status (Printing, Ready to Print, etc.).
- Alerts you to load paper, replace consumables and clear jams.
- Enables you to access tools and information pages to help troubleshoot problems.
- Enables you to change printer settings and network settings; driver settings override the printer's front panel settings.
- Enables you to print Secure Print, Proof Print, and Saved Print jobs that you have stored on the printer's hard disk. Refer to the printer driver help for more information.



1	Status indicator light	5	Up Arrow Key - moves up the menu system
2	Graphic front panel display	6	Down Arrow Key - moves down the menu system
3	Cancel Print Key	7	OK (select) Key
4	Back or Exit Key	8	Information Key - for additional explanation or help

## Printing a Menu Map

The **Menu Map** shows you where features, such as the information pages, are located in the front panel's menu structure.

1. Highlight **Menus** and press **OK**.
2. Scroll to the **Print Menu Map** by pressing the **Down Arrow** or **Up Arrow** key.
3. To print the **Menu Map**, press the **OK** key.

## Printing information pages

A large amount of useful information is stored in your printer as printable pages. Access these pages from the **Printable Pages Menu**:

1. Scroll to the **Printable Pages Menu** by pressing the **Down Arrow** or **Up Arrow** key.
2. To select the menu, press the **OK** key.
3. To scroll to the desired information page (such as **Print Quality Tips**), press the **Down Arrow** or **Up Arrow** key.
4. To print the selected page, press the **OK** key.

## Front panel features

Some commonly performed front panel tasks are described in the *Advanced Features and Troubleshooting Manual* on the CD-ROM:

- Printing printer reports
- Printing Secure Print, Proof Print, and Saved Print Jobs
- Deleting Secure Print, Proof Print, and Saved Print Jobs
- Setting network addressing
- Canceling print jobs

# Features

Your Phaser 7700 Color Printer comes with many useful features to help you create the best possible printed documents. You can access the printer features in the printer driver, which you use when you send a print job to the printer. To ensure that you have access to all printer features, make sure that you have installed the printer driver that is on your Phaser 7700 Printer CD-ROM. Updated printer drivers are also available on the Xerox web site:

**[www.xerox.com/officeprinting](http://www.xerox.com/officeprinting)**

## Note

You can also set some of the features on the printer's front panel. The settings in the printer driver *override* the front panel settings.

The following features are described in this manual:

- Print-quality modes — see *page 13*
- TekColor correction — see *page 14*
- Energy Saver and Intelligent Ready — see *page 15*
- 2-sided printing — see *page 37*
- Offsetting output — see *page 48*
- Stapling — see *page 49*

For information on the following features, refer to the printer driver help or the *Advanced Features and Troubleshooting Guide*, which is available on your Printer CD-ROM:

- Secure print, proof print, and saved print jobs
- Separation pages
- Multiple pages on a single sheet of paper
- Booklet printing
- Negative images
- Mirror images
- Scaling
- Watermarks

## Print-quality modes

You can choose between different print-quality modes to obtain the best combination of speed and print quality for your job.

Print-quality mode	Maximum speed*
<b>Standard</b>	22 ppm Letter/A4-size Laser Paper
<ul style="list-style-type: none"><li>■ General-purpose mode for color printing</li><li>■ Produces vibrant, saturated prints with smooth color transitions</li><li>■ Suitable for most office uses and images</li><li>■ Prints at 1200 x 600 dpi</li></ul>	11 ppm Transparency
<b>Photo</b>	up to 22 ppm Paper
<ul style="list-style-type: none"><li>■ Highest-quality color prints</li><li>■ Richest color and near-photographic detail</li><li>■ Prints a continuous tone (multiple color densities per pixel) at 600 x 600 dpi</li></ul>	

\* Approximate number of pages per minute does not include image-processing time. Paper types other than Laser Paper or sizes other than Letter/A4 have a lower pages per minute speed. Two-sided (duplex) printing also has a lower pages per minute speed.

# TekColor™ color corrections

You can select a color correction to match particular press specifications or one that simulates your computer screen's colors. Otherwise, select **Automatic** to let the printer automatically pick the best color correction for elements in your document.

Color correction	Description
<b>Automatic</b>	<ul style="list-style-type: none"><li>■ Automatically optimizes the color correction for each element (text, graphics, and photographs) on the page.</li></ul>
<b>sRGB Display</b>	<ul style="list-style-type: none"><li>■ Closely approximates the colors on a standard display screen.</li></ul>
<b>sRGB Vivid</b>	<ul style="list-style-type: none"><li>■ Produces the brightest possible colors.</li></ul>
<b>None</b>	<ul style="list-style-type: none"><li>■ Does not use a color correction so the colors you specified in the application for your job are not altered.</li><li>■ Use when you have specified colors from the PANTONE® Color Chart.</li></ul>
<b>SWOP Press</b>	<ul style="list-style-type: none"><li>■ Matches U.S. press standards using the specification for Web Offset Publications.</li></ul>
<b>Euroscale Press</b>	<ul style="list-style-type: none"><li>■ Emulates the Euroscale 4-color process press mode.</li></ul>
<b>Commercial Press</b>	<ul style="list-style-type: none"><li>■ Emulates a 4-color process commercial press mode.</li></ul>
<b>SNAP Press</b>	<ul style="list-style-type: none"><li>■ Matches the standards for printing on uncoated and newsprint papers using the specifications for Non-Heat Advertising Printing.</li></ul>
<b>DIC</b>	<ul style="list-style-type: none"><li>■ Matches Dai Nippon printing inks on coated paper.</li></ul>
<b>Toyo</b>	<ul style="list-style-type: none"><li>■ Matches commercial Toyo printing inks on coated paper.</li></ul>
<b>Black and White</b>	<ul style="list-style-type: none"><li>■ Produces a black-and-white version of a document.</li><li>■ Colors converted to grayscale.</li><li>■ Use to print page masters for photocopying in black and white.</li></ul>
<b>Fax Friendly</b>	<ul style="list-style-type: none"><li>■ Colors are converted to black-and-white patterns.</li><li>■ Fax Friendly is recommended for making prints that you plan to copy or fax.</li></ul>

## Energy saver

After a predefined period of time since its last activity, the Phaser 7700 printer enters ENERGY STAR<sup>®</sup> standby mode. In this mode, the printer systems are shut down. When a print job is sent to the printer, it will *wake up* the printer. You can also *wake* the printer by pressing the **OK** key on the front panel.

You may find that the printer is going into ENERGY STAR standby mode too often and you do not want to wait for your print jobs while the printer is *waking up*. If you want to extend the length of time before the printer goes into ENERGY STAR mode, use the following procedure:

1. With **Menus** highlighted, press the **OK** key.
2. Scroll to **Printer Setup Menu** by pressing the **Up** or **Down Arrow** key.
3. Press the **OK** key.
4. Scroll to **Set Energy Star Timeout** by pressing the **Up** or **Down Arrow** key.
5. Press the **OK** key.
6. Increase the amount of time the printer can be idle before going into ENERGY STAR mode by pressing the **Up Arrow** key.
7. Press the **OK** key.



## Intelligent Ready mode

Intelligent Ready mode is an automated system that monitors the printer's usage and warms up the printer when you are most likely to need it.

To turn Intelligent Ready mode on or off from the printer's front panel:

1. With **Menus** highlighted, press the **OK** key.
2. Scroll to **Printer Setup Menu** by pressing the **Up** or **Down Arrow** key.
3. Press the **OK** key.
4. Scroll to **Intelligent Ready** by pressing the **Up** or **Down Arrow** key.
5. To change the setting, press the **OK** key.

# Paper Tips

## Caution

**Do not use paper or transparencies designed for inkjet printers**, especially inkjet coated paper and inkjet transparencies. Inkjet paper is coated with a substance that can damage laser printer components. Damage caused by using unsupported paper may not be covered by the printer's warranty. Always use Xerox Phaser paper that has been specially designed for use with your printer.

**Use only Phaser 7700 Premium Transparencies.** Other transparencies may cause damage to the fuser. Any damage that is caused due to the use of unsupported transparency film may not be covered by your printer's warranty. See *page 32*.

- For a comprehensive list of paper types, weights, sizes and part numbers, print the **Paper Tips Page** from the front panel:
  - Select the **Printable Pages Menu** by pressing the **Down Arrow** key.
  - Press the **OK** key.
  - Select the **Print Paper Tips Page** by pressing the **Down Arrow** or **Up Arrow** key.
  - Press the **OK** key.
- For best results, use Xerox Phaser paper; it is guaranteed to produce excellent results on your printer.
- Auto tray switching is available. If you select **Autoselect** and one tray runs out of paper, the printer switches to the next tray containing the same paper size. If you do not have a second tray, a *Load Paper in Tray 1* message displays on the front panel.
- While printing, do not remove the paper tray being used for the print job.

- Always keep paper in a sealed package to avoid the effects of humidity, which can affect print quality.
- If you use non-Xerox paper, make sure that it meets the following criteria:
  - Weight range: 60-220 g/m<sup>2</sup> (16-58 lb. bond)
  - Smooth surface
  - Intended for laser printers
- Do not use wrinkled or damaged paper.

## Supported paper weights, page sizes and print area

The following table identifies the paper weights that can be placed in each tray or component of the printer.

### Paper weights

Acceptable Weight	Input Sources
60-169 g/m <sup>2</sup> (16-45 lbs.)	Tray 1
60-105 g/m <sup>2</sup> (16-28 lbs.)	Trays 2, 3, 4
60-220 g/m <sup>2</sup> (16-58 lbs.)	Multi-Purpose Tray (MPT)
60-105 g/m <sup>2</sup> (16-28 lbs.)	Duplex Module
60-105 g/m <sup>2</sup> (16-28 lbs.)	Finisher

## Supported Paper Sizes

The table identifies the paper weights that can be placed in each tray: **Laser Paper** with the following weights: 60-90 g/m<sup>2</sup> (16-24 lb. bond, 40-60 lb. book); **Heavy Laser Paper** with the following weights: 91-105 g/m<sup>2</sup> or (25-28 lb. bond, 61-71 lb. book); and **Thin Cover/Index** with the following weights: 106-169 g/m<sup>2</sup> (50-60 lb. cover, 65-90 lb. index, 32-40 lb. bond).

Paper Size	Universal Tray 1	Universal Trays 2- 4*	Multi-Purpose Tray	High Capacity Trays (3-4)
Statement (5.5 x 8.5 in.)	•	•	•	
Executive (7.25 x 10.5 in.)			•	
8 x 10 in.	•	•	•	
UK Foolscap (8 x 13 in.)			•	
A/Letter (8.5 x 11 in.)	•	•	•	•
US Folio (8.5 x 13 in.)	•	•	•	
Legal (8.5 x 14 in.)	•	•	•	
B/Tabloid (11 x 17 in.)	•	•	•	
Tabloid Extra (12 x 18 in.)			•	
A6 (105 x 148 mm)			•	
A5 (148 x 210 mm)	•	•	•	
A4 (210 x 297 mm)	•	•	•	•
A3 (297 x 420 mm)	•	•	•	
SP Folio (215 x 315 mm)			•	
Oficio (215 x 340 mm)			•	
B6 JIS (128 x 182 mm)			•	
B5 JIS (182 x 257 mm)	•	•	•	•
B4 JIS (257 x 364 mm)	•	•	•	
RA3 (305 x 430 mm)			•	
SRA3 (320 x 450 mm)			•	

\*Thin Cover/Index paper cannot be used in Trays 2-4.

## Specialty paper

Paper Type and Size	Tray 1	Trays 2- 4	Multi-Purpose Tray	High-Capacity Feeder
Phaser 7700 Premium Transparency	•		•	
Labels			•	
Paper Envelopes (all sizes)			•	

## Print area

Paper	Page size	Image area	Margins	
			Top / Bottom	Sides
Statement	5.5 x 8.5 in.	5.1 x 8.1 in.	.2 in.	.2 in.
Executive	7.25 x 10.5 in.	6.85 x 10.1 in.	.2 in.	.2 in.
8 x 10 in.	8 x 10 in.	7.6 x 9.6 in.	.2 in.	.2 in.
UK Foolscap	8 x 13 in.	7.6 x 12.6 in.	.2 in.	.2 in.
Letter	8.5 x 11 in. 215.9 x 279.4 mm	8.1 x 10.6 in. 205.9 x 269.4 mm	.2 in. 5 mm	.2 in. 5 mm
US Folio	8.5 x 13 in.	8.1 x 12.6 in.	.2 in.	.2 in.
Legal	8.5 x 14 in. 216 x 356 mm	8.1 x 13.6 in.	.2 in.	.2 in.
Tabloid	11 x 17 in. 279 x 432 mm	10.4 x 16.4 in. 269 x 432 mm	.2 in. 5 mm	.2 in. 5 mm
Tabloid Extra	12 x 18 in.	11.6 x 17.6 in.	.2 in.	.2 in.
A6	105 x 148 mm	95 x 138 mm	5 mm	5 mm
A5	148 x 210 mm 5.83 x 8.27 in.	138 x 200 mm 5.43 x 7.87 in.	5 mm .2 in.	5 mm .2 in.
A4	210 x 297 mm 8.3 x 11.7 in.	200 x 287 mm 7.9 x 11.3 in.	5 mm .2 in.	5 mm .2 in.
A3	297 x 420 mm 11.7 x 16.5 in.	287 x 410 mm 11.3 x 16.1 in.	5 mm .2 in.	5 mm .2 in.
SP Folio	215 x 315 mm	205 x 305 mm	5 mm	5 mm
Oficio	215 x 340 mm	205 x 330 mm	5 mm	5 mm

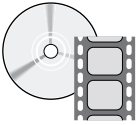
## Print area (cont'd.)

Paper	Page size	Image area	Margins	
			Top / Bottom	Sides
B6 JIS	128 x 182 mm	118 x 172 mm	5 mm	5 mm
B5 JIS	182 x 257 mm	172 x 247 mm	5 mm	5 mm
B4 JIS	257 x 364 mm	247 x 354 mm	5 mm	5 mm
RA3	305 x 430 mm	297 x 420 mm	5 mm	4 mm
SRA3*	320 x 450 mm	303 x 432 mm	9 mm	8.5 mm
Official #10 Envelope	4.13 x 9.5 in. 105 x 241 mm	3.73 x 9.1 in. 95 x 231 mm	.2 in. 5 mm	.2 in. 5 mm
#9 1/2 Booklet	9 x 12 in.	8.6 x 11.6 in.	.2 in.	.2 in.
DL Envelope	110 x 220 mm	100 x 210 mm	5 mm	5 mm
B6 Envelope	125 x 176 mm	115 x 166 mm	5 mm	5 mm
B5 Envelope	176 x 250 mm	166 x 240 mm	5 mm	5 mm
B4 Envelope	250 x 353 mm	240 x 343 mm	5 mm	5 mm
C6 Envelope	114 x 162 mm	104 x 152 mm	5 mm	5 mm
C5 Envelope	162 x 229 mm	152 x 219 mm	5 mm	5 mm
C4 Envelope	229 x 324 mm 9.02 x 12.8 in.	219 x 314 mm	5 mm .2 in.	5 mm .2 in.

\* SRA3 paper size and A3 full bleed imageable area is supported through the Multi-Purpose Tray (MPT). Print quality outside the imageable area is not guaranteed.

# Loading Trays (Tray 1, 2, 3 or 4)

For a list of the acceptable papers, transparencies, and labels that can be used in each tray, refer to *page 18*. For transparency loading instructions, see *page 31*.



Videos are available with instructions for loading trays. Videos are located on the CD-ROM or the Xerox web site: [www.xerox.com/officeprinting/7700support/](http://www.xerox.com/officeprinting/7700support/)

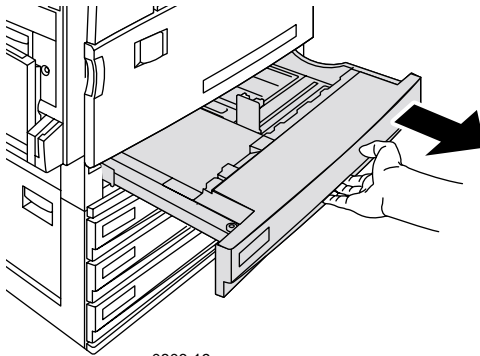
If you loaded the videos on your PC's hard drive, you can also access them in the driver's **Troubleshooting** tab.

## Note

Do not load the tray that is currently in use.

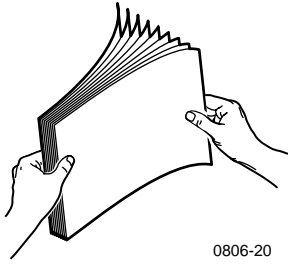
To load a tray, follow these steps:

1. Pull out the tray.



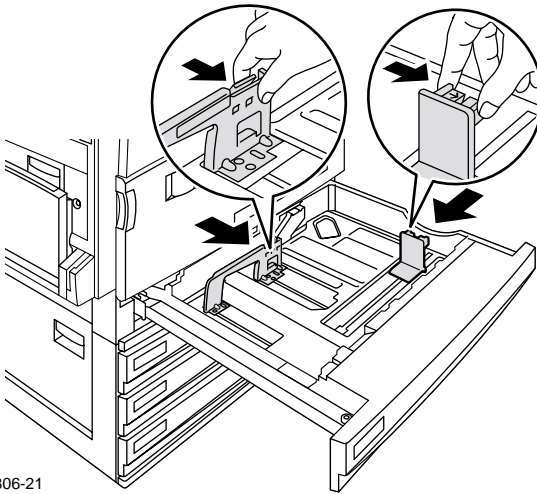
0806-19

2. Fan the paper to release sheets that are stuck together.



0806-20

3. Adjust the width and length guides to match the size of your paper.

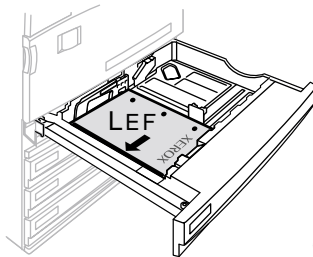


0806-21



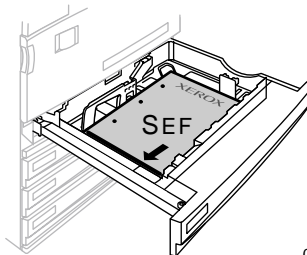
4. Insert a stack of paper into the tray. See the following illustrations for proper print orientation:

### Long-Edge Feed (LEF)



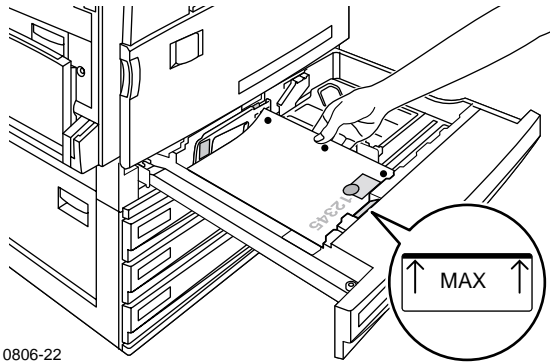
- Place Letter and A4 paper long-edge feed (LEF).
- Place the side to be printed **face-up**.
- Prepunched holes should be on your **right** as you face the printer.
- Letterhead should be at the **front** of the tray.

### Short-Edge Feed (SEF)



- Place Legal, Tabloid (11 x 17 in.), A3, A5, B4, B5, U.S Folio, Statement and 8 x 10 in. short-edge feed (SEF).
- Place the side to be printed **face-up**.
- Prepunched holes should be at the **back** of the tray.
- Letterhead should enter the printer **last**.

5. Do not load paper or transparencies above the fill line because it may cause a jam.



6. Reinsert the Universal tray.
7. If you are prompted to enter the paper type, enter it on the front panel.
  - a. To select the paper type, press the **Down** or **Up Arrow** key.
  - b. To save your selection, press the **OK** key.

**Note**

To avoid possible print-quality and paper-feed problems, make sure that the loaded paper matches the tray's paper type setting.

# Multi-Purpose Tray (MPT)

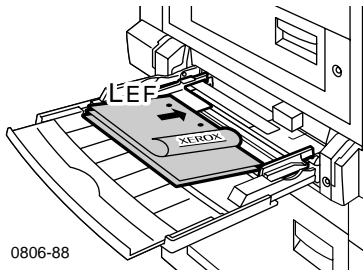
The Multi-Purpose Tray (MPT) can be used for specialty paper.

- When sending a Multi-Purpose Tray (MPT) job from the driver, the printer may prompt you to load the correct paper if the paper does not match what you previously loaded.
- If a different paper size is loaded in the Multi-Purpose Tray (MPT) than what is selected in the driver, the image is scaled to fit on the paper in the tray.
- The Multi-Purpose Tray (MPT) does not automatically detect paper size.
- Automatic 2-Sided Printing is not available with the Multi-Purpose Tray (MPT).
- For information on loading transparencies, refer to *page 30*. Use Xerox Phaser 7700 Premium Transparencies only.
- For information on loading Xerox Phaser Color Laser Labels, refer to *page 36*.
- For information on loading envelopes, refer to *page 33*.

## Loading the Multi-Purpose Tray (MPT)

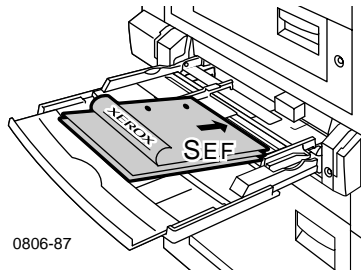
1. Open the Multi-Purpose Tray (MPT) tray.
2. Adjust the guide for the paper width. If you are using RA3, SRA3 or 12 x 18 in. sizes, adjust the paper guide on the right side of the tray
3. Insert the paper. See the following illustrations for proper print orientation:

### Long-Edge Feed (LEF)



- Place Letter, A4, A6, B6, Statement, Executive, UK Foolscap, SP Folio and 8 x 10 in. paper long-edge feed (LEF).
- Place the side to be printed **face-down**.
- Prepunched holes should enter the printer **first**.
- Letterhead should be at the **front** of the printer.

## Short-Edge Feed (SEF)



- Place Legal, Tabloid, Tabloid Extra, A3, A5, B4, B5, US Folio, Officio, RA3 and SRA3 short-edge feed (SEF).

### Note

SRA3 paper size and A3 full bleed imageable area is supported through the Multi-Purpose Tray (MPT) tray. Print quality outside the imageable area is not guaranteed.

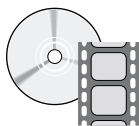
- Place the side to be printed **face-down**.
  - Prepunched holes should be towards the **back** of the printer.
  - Letterhead should enter the printer **last**.
4. If the front panel prompts you to verify the paper type and size, confirm or change the selected type and size.
- a. If the selected type and size are correct, press the **OK** key. If you want to change the type and size, press the **Down Arrow** key to select **Change**.
  - b. Press **OK**.
  - c. Select the paper type by pressing the **Up** or **Down Arrow** key.
  - d. To save your selection, press the **OK** key.

- e. Select the paper size by pressing the **Up** or **Down Arrow** key.
- f. To save your selection, press the **OK** key.

**Note**

To avoid possible print-quality and paper-feed problems, make sure that the loaded paper matches the tray's paper type setting.

# Xerox Phaser 7700 Premium Transparencies

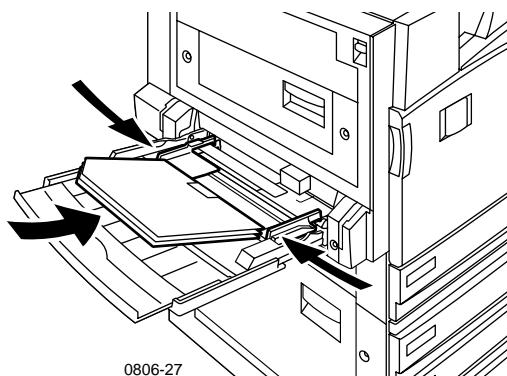


Videos are available with instructions for loading transparencies. Videos are located on the CD-ROM or the Xerox web site: [www.xerox.com/officeprinting/7700support/](http://www.xerox.com/officeprinting/7700support/)

If you loaded the videos on your PC's hard drive, you can also access them in the driver's **Troubleshooting** tab.

## Loading transparencies in the Multi-Purpose Tray

1. Insert the transparencies (maximum capacity is 150 sheets):
  - Place the transparencies long-edge feed (LEF).
  - Place the transparencies with the white mark entering the printer **first** and the notch toward the **back-left** of the printer.
2. Adjust the Multi-Purpose Tray (MPT) guides for the width of the transparencies.

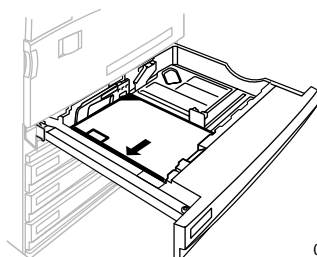


3. The front panel prompts you to confirm or change the selected paper type and size.
  - a. If the selected type and size are correct, press the **OK** key. If you want to change the type and size, press the **Down Arrow** key to select **Change**.
  - b. To display the paper type menu, press **OK**.

- c. Select **Phaser 7700 Transparency** by pressing the **Down** or **Up Arrow** key.
- d. To save your selection, press the **OK** key.
- e. Select the paper size by pressing the **Up** or **Down Arrow** key.
- f. To save your selection, press the **OK** key.

## Loading transparencies in Tray 1

1. Pull out the tray.
2. Adjust the width and length guides to match the size of the transparencies.
3. Insert a stack of transparencies into the tray.
  - Place the transparencies long-edge feed (LEF).
  - Place transparencies with the white mark entering the printer **first** and the notch in the **back-right** corner of the tray.



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4. Do not load transparencies above the fill line because it may cause a jam.
5. Reinsert the Universal tray.
6. Enter the paper type on the front panel.
  - a. Select **Phaser 7700 Transparency** by pressing the **Down** or **Up Arrow** key.
  - b. To save your selection, press the **OK** key.



## Using non-Phaser 7700 transparency film

The printer features a unique oil-less fuser. Phaser 7700 Premium Transparency film is designed specifically to work with the printer's fuser. If you wish to use non-Phaser 7700 transparency film you *must* use film that meets the following specifications:

- Compatible with oil-less fuser systems
- Fusing temperature: 165C
- Thickness: 4.7 mil (120 micrometer)
- Stiffness: 250 mgf Gurley Units minimum

Transparency film that does not meet these specifications can produce poor image quality, jam in the printer, wrap around the fuser rollers and even melt on the fuser rollers. Some non-Phaser 7700 transparencies have paper tape on the leading edge that can separate in the heat of the fuser, leading to damage. Using non-Phaser 7700 transparencies may damage the fuser. Damage caused by using non-supported media may not be covered under the warranty, service agreement, or Total Satisfaction Guarantee.

If there is a jam in the fuser when using a non-Phaser 7700 transparency, the print job is cancelled and cleaning pages are automatically sent through the printer.

### Note

Xerox and Xerox Phaser transparency films developed for other Xerox printers and copiers are not meant to be used with the Phaser 7700 printer. Using them may damage the fuser and may not be covered by the warranty.

# Envelopes

## Guidelines for envelope printing:

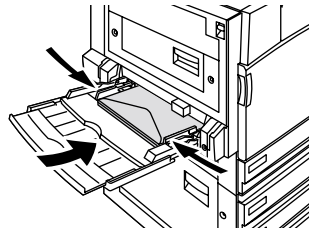
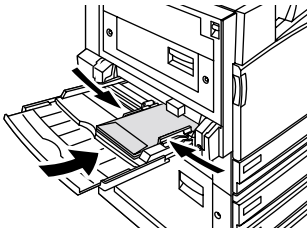
### Caution

Never use envelopes with windows or metal clasps; they will damage the printer. Damage caused by using unsupported envelopes may not be covered by your printer's warranty.

- Envelopes can only be printed from the Multi-Purpose Tray (MPT).
- Use only paper envelopes.
- Do not print on the back of the envelope.
- Keep unused envelopes in their packaging to avoid the effects of moisture and dryness, which can affect print quality and cause wrinkling.
- Many applications include a tool for creating an envelope document. For example, Microsoft Word includes an **Envelopes and Labels** feature in the **Tools** menu. Make sure that you select **Face Down**; select the feed method with the image centered; and unselect **Clockwise Rotation**.
- Load a maximum of 10 envelopes at a time.
- This printer is not designed to handle high-capacity production envelope printing.
- Envelopes may wrinkle depending on weight and stiffness of the envelope.

## Loading Envelopes

1. Insert the envelopes in the Multi-Purpose Tray (MPT):
  - Place #9 1/2 Booklet, B4, B5 and B6 envelopes short-edge feed (SEF).
  - Place #10, C4, C5, C6 and DL envelopes long-edge feed (LEF).
  - Place the side to be printed **face-down** with the flap closed.
  - The flap enters the printer **last**.



0806-98

### Note

If the envelopes jam in the printer, you must tuck in the flap.

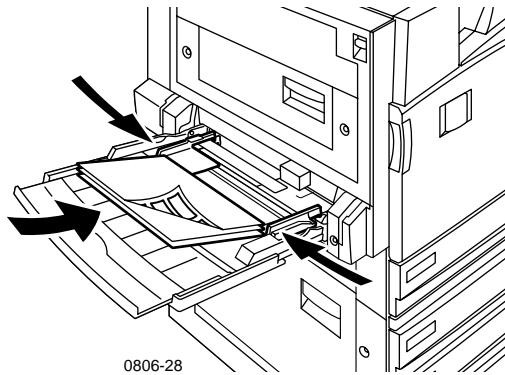
2. Adjust the Multi-Purpose Tray (MPT) guides for the width of your envelopes.
3. The front panel prompts you to confirm or change the selected paper type and size.
  - a. If the selected type and size are correct, press the **OK** key. If you want to change the type and size, press the **Down Arrow** key to select **Change**.
  - b. Press **OK**.
  - c. Select **Envelopes** by pressing the **Down** or **Up Arrow** key.
  - d. To save your selection, press the **OK** key.

- e. Select the envelope size by pressing the **Up** or **Down Arrow** key.
  - f. To save your selection, press the **OK** key.
4. Make a test print from your application to confirm that the orientation of your envelope is correct.

# Loading Labels

Labels can only be loaded in the Multi-Purpose Tray (MPT).

1. Insert the label sheets (maximum capacity is 30 sheets).
  - Do not use sheets with missing labels.
  - Place the side to be printed **face-down**.
  - Labels should be fed long-edge feed (LEF).



2. Adjust the Multi-Purpose Tray (MPT) guides for the width of the labels.
3. The front panel prompts you to confirm or change the selected paper type and size.
  - a. If the selected type and size are correct, press the **OK** key. If you want to change the type and size, press the **Down Arrow** key to select **Change**.
  - b. Press **OK**.
  - c. Press the **Down** or **Up Arrow** key until **Labels** is selected.
  - d. To save your selection, press the **OK** key.
  - e. Select the paper size by pressing the **Up** or **Down Arrow** key.
  - f. To save your selection, press the **OK** key.

# Automatic 2-Sided Printing

Automatic 2-sided printing (duplexing) is available from trays 1-4; it is not available from the Multi-Purpose Tray (MPT).

Automatic 2-sided printing is available for all paper sizes that are supported by trays 1-4 but only when the paper type is set to either **Laser Paper** or **Heavy Laser Paper**. Paper weight must be between 64-105 g/m<sup>2</sup> (17-28 lb. bond). For best results with 2-sided printing, use 90 g/m<sup>2</sup> (24 lb. bond) laser paper.

## Note

See *Manual 2-Sided Printing* (page 41) for information about duplexing heavier paper weights.

For best results with automatic 2-sided printing, do not use heavy toner coverage on the even-numbered pages of your print job.

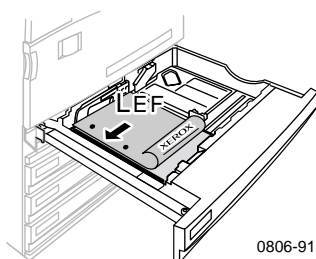
## Caution

Use only laser bond paper for automatic 2-sided printing in the Universal trays. **Do not use** any specialty paper (such as glossy coated paper) to print automatic 2-sided printing. Damage caused by using unsupported paper for 2-sided printing may not be covered by the printer's warranty.

## 1. Load the Universal tray:

### Long-Edge Feed (LEF)

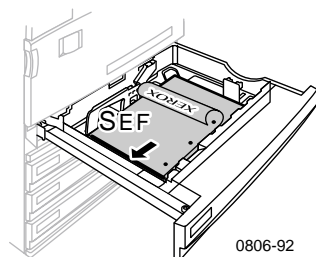
- Place Letter and A4 paper long-edge feed (LEF).
- The first side to be printed is **face-down**.
- The top of the first page to be printed should be toward the **front** of the tray.
- Prepunched holes should enter the printer **first**.



0806-91

### Short-Edge Feed (SEF)

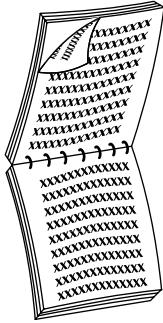
- Place Legal, Tabloid (11 x 17 in.), A3, A5, B4, B5, U.S Folio, Statement and 8 x 10 in. short-edge feed (SEF).
- The first side to be printed is **face-down**.
- Place the top of the first page to be printed with the letterhead entering the printer **last**.
- Prepunched holes should be at the **front** of the printer.



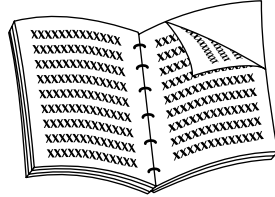
0806-92

2. Determine the orientation of the images on the page: **Portrait** or **Landscape**. When you print two-sided jobs, you also select the binding preference, which determines how the pages turn; refer to the table on *page 40* for the selections used in each of the printer drivers.

■ **Portrait**

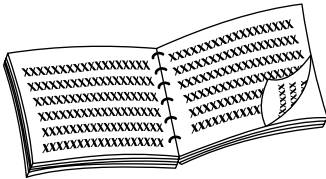


Bind on Top Edge  
or  
Flip on Short Edge

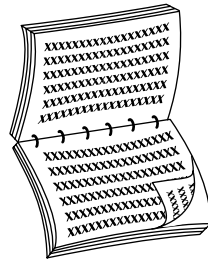


Bind on Side Edge  
or  
Flip on Long Edge

■ **Landscape**



Bind on Side Edge  
or  
Flip on Short Edge



Bind on Top Edge  
or  
Flip on Long Edge



3. Locate your driver in the following table to determine the steps to use for 2-sided printing.

### Setting the printer driver for two-sided printing

<b>Macintosh LaserWriter 8.6</b> or <b>LaserWriter 8.7</b>	<ol style="list-style-type: none"> <li>1. From the <b>File</b> menu, select <b>Print</b>, and then select <b>Layout</b>.</li> <li>2. Select <b>Print on Both Sides</b>.</li> <li>3. Select a binding preference.</li> </ol>
<b>Windows 95</b> or <b>Windows 98</b>	<ol style="list-style-type: none"> <li>1. From the <b>File</b> menu, select <b>Print</b>.</li> <li>2. Click the <b>Properties</b> button.</li> <li>3. On the <b>Setup</b> tab, select <b>Print on 2 sides</b>.</li> <li>4. Check or uncheck <b>Bind on Top Edge</b>.</li> </ol>
<b>Windows 2000</b>	<ol style="list-style-type: none"> <li>1. From the <b>File</b> menu, select <b>Print</b>.</li> <li>2. Click the <b>Properties</b> button.</li> <li>3. On the <b>Layout</b> tab, select either <b>Flip on Long Edge</b> or <b>Flip on Short Edge</b>.</li> </ol>
<b>Windows NT</b>	<ol style="list-style-type: none"> <li>1. From the <b>File</b> menu, select <b>Print</b>.</li> <li>2. Click the <b>Properties</b> button.</li> <li>3. On the <b>Page Setup</b> tab, select either <b>Long Edge</b> or <b>Short Edge</b>.</li> </ol>

# Manual 2-Sided Printing

Manual 2-sided printing can be done from the Multi-Purpose Tray (MPT) or the Universal Trays.

## Paper specifics

- Use only the following paper types for manual 2-sided printing:
  - Laser Paper
  - Heavy Laser Paper
  - Thick Cover/Index
  - Thin Cover/Index
- When printing from Tray 1, use only **Laser** or **Heavy Laser Paper** for manual 2-sided prints.
- For the best opacity and feed reliability, use Laser Paper that is 90 g/m<sup>2</sup> (24 lb. bond) paper.
- 2-sided printing on specialty paper can shorten the life of printer components.
- For best results, do not use heavy toner coverage on side 1 of a manual 2-sided print. Increase the top margin on side 1 to at least 12 mm (or 0.5 in.).
- Print quality may be degraded on the second side of manual 2-sided prints for weights ranging from 120-203 g/m<sup>2</sup> (44-75 lb. cover, 65-112 lb. index).

## Printing side 1

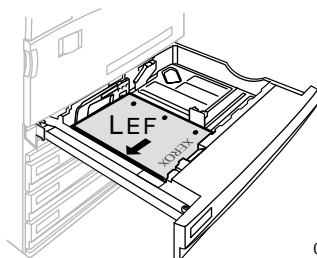
### Note

For a multi-page document, print **odd-numbered pages for side 1**. (This may not be available in all applications.)

### 1. Load the Universal Tray or the Multi-Purpose Tray (MPT):

#### Long-Edge Feed (LEF) - Universal Tray

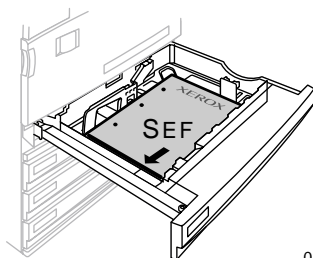
- Place Letter and A4 paper long-edge feed (LEF).
- Place the side to be printed **face-up**.
- Prepunched holes should be on your **right** as you face the printer.
- Letterhead should be at the **front** of the tray.



0806-83

### Short-Edge Feed (SEF) - Universal Tray

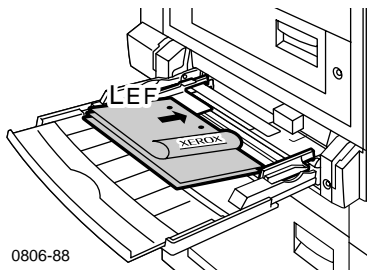
- Place Legal, Tabloid (11 x 17 in.), A3, A5, B4, B5, U.S Folio, Statement and 8 x 10 in. short-edge feed (SEF).
- Place the side to be printed **face-up**.
- Prepunched holes should be at the **back** of the tray.
- Letterhead should enter the printer **last**.



0806-82

### Long-Edge Feed (LEF) - Multi-Purpose Tray (MPT)

- Place Letter, A4, A6, B6, Statement, Executive, UK Foolscap, SP Folio, and 8 x 10 in. paper long-edge feed (LEF).
- Place the side to be printed **face-down**.
- Prepunched holes should enter the printer **first**.
- Letterhead should be toward the **front** of the printer.



0806-88

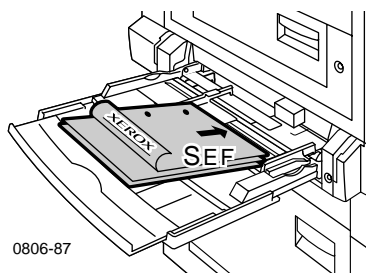
## Short-Edge Feed (SEF) - Multi-Purpose Tray (MPT)

- Place Legal, Tabloid, Tabloid Extra, A3, A5, B4, B5, US Folio, Officio, RA3 and SRA3 short-edge feed (SEF).

### Note

SRA3 paper size and A3 full bleed imageable area is supported through the Multi-Purpose Tray (MPT). Print quality outside the imageable area is not guaranteed.

- Place the side to be printed **face-down**.
- Prepunched holes should be towards the **back** of the printer.
- Letterhead should enter the printer **last**.



2. Adjust the width and length guides to match the paper size.
3. The front panel prompts you to confirm or change the selected paper type and size.

## Printing side 2

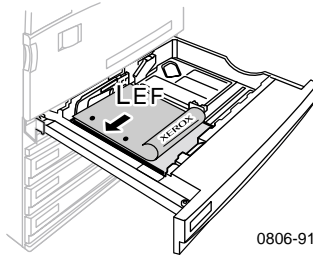
### Note

For a multi-page document, print **even-numbered pages for side 2**. (This may not be available in all applications.)

#### 1. Load the Universal Tray or the Multi-Purpose Tray (MPT):

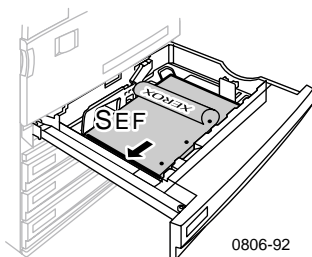
##### Long-Edge Feed (LEF) - Universal Tray

- Place the side to be printed **face-up**.
- Prepunched holes should be on your **left** as you face the printer.
- Letterhead or the top of the side that has already been printed should be at the **front** of the tray.



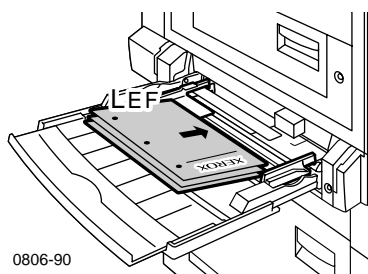
### Short-Edge Feed (SEF) - Universal Tray

- Place the side to be printed **face-up**.
- Prepunched holes should be at **front** of the tray.
- Letterhead or the top of the side that has already been printed should enter the printer **last**.



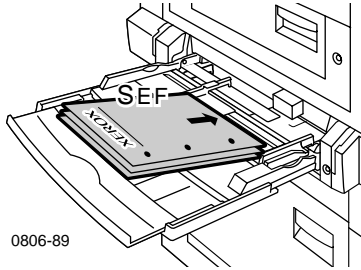
### Long-Edge Feed (LEF) - Multi-Purpose Tray (MPT)

- Place the side to be printed **face-up**.
- Prepunched holes should be on your **right** as you face the printer.
- Letterhead or the top of the side that has already been printed should be at the **front** of the printer.



## Short-Edge Feed (SEF) - Multi-Purpose Tray (MPT)

- Place the side to be printed **face-up**.
- Prepunched holes should be towards the **front** of the printer.
- Letterhead or the top of the side that has already been printed should enter the printer **first**.



2. Adjust the width and length guides to match the paper size.
3. Select the paper type and size from the front panel.



# Offsetting Output

You can offset the output in the output tray or the finisher output tray. Offsetting separates print jobs or collated sets of a single job.

You can switch job offsetting on or off in the front panel:

1. With **Menus** highlighted, press the **OK** key.
2. Select the **Printer Setup Menu** by pressing the **Down** and **Up Arrow** key.
3. Press the **OK** key.
4. Select the **Job Defaults Menu** by pressing the **Down** or **Up Arrow** key.
5. Press the **OK** key.
6. Select **Job Offset** by pressing the **Down** or **Up Arrow** key.
7. Select **On** or **Off** by pressing the **OK** key.

You can select offsetting for collated sets in the printer driver:

1. In the **Output Options** tab, click the **Collate** checkbox to select it.
2. Click the **Offset Collated Sets** checkbox to select it.

## Note

When you select stapling, jobs and collated sets will be offset regardless of the settings in your front panel and driver.

# Using the Stapler

The optional finisher can staple sets of up to 50 sheets of 90 g/m<sup>2</sup> (20 lb. bond) paper or 35 sheets of 105 g/m<sup>2</sup> (28 lb. bond) paper. Once the set of copies is stapled, it is delivered to the finisher output tray. The stapler holds 5000 staples.

## Note

You cannot staple from the Multi-Purpose Tray (MPT).

Notes about stapling:

- If output sheets are sent to the stapler unit but the sheet count exceeds 50, the sheets are sent to the finisher tray without being stapled. Further sheets then bypass the stapler unit, going directly into the finisher tray.
- If output sheets are sent to the stapler unit and then the paper type changes during the job to an unsupported type, stapling is turned off and any sheets in the stapler unit are sent to the finisher output tray. Unsupported paper types then bypass the stapler unit, going directly into the finisher tray.
- If stapling is on and you are printing multiple copies, check the **Collate** box, otherwise all the copies of each page are stapled instead of each set of copies.
- When the stapler is empty, a message displays on the front panel but printing continues with pages sent to the finisher tray without being stapled.
- If you select the top output tray and stapling, the output will be stapled and sent to the finisher output tray not the top output tray.

## Staple position

In the driver, select the location of the staples:

**None:** (default) The prints are not stapled.

**Front:** Inserts one staple in each set of copies. See the table below to determine the position of the staple.

**Rear:** Inserts one staple in each set of copies. See the following tables to determine the position of the staple.

**Dual:** Inserts two staples in each set of copies. See the tables on *page 51* to determine the position of the staples.

### Long-Edge Feed (LEF)

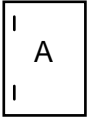

Applicable Paper Size	Portrait		Landscape	
	Front Staple	Rear Staple	Front Staple	Rear Staple
<ul style="list-style-type: none"> <li>■ Universal Trays</li> <li>Letter</li> <li>A4</li> </ul>				

### Short-Edge Feed (SEF)


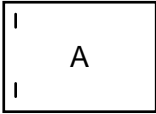
Applicable Paper Size	Portrait		Landscape	
	Front Staple	Rear Staple	Front Staple	Rear Staple
<ul style="list-style-type: none"> <li>■ Universal Trays</li> <li>A3</li> <li>A4</li> <li>B4 JIS</li> <li>B5 JIS</li> <li>Tabloid</li> <li>US Folio</li> <li>Legal</li> <li>8 x 10 in.</li> </ul>				

# Dual Stapling

## Long-Edge Feed (LEF)

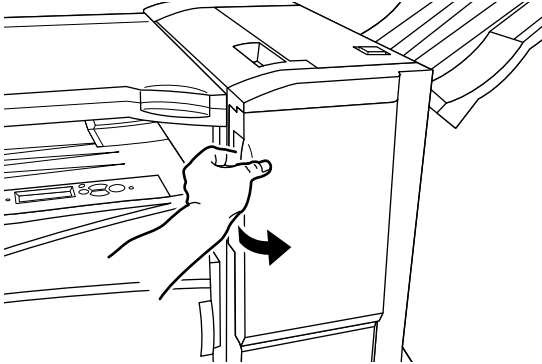
Applicable Paper Size	Portrait	Landscape
<ul style="list-style-type: none"><li>■ <b>Universal Trays</b> Letter A4</li></ul>	 <p>A diagram of a vertical rectangular paper with the letter 'A' in the center. Two short vertical lines are positioned on the left edge, representing staple marks.</p>	 <p>A diagram of a horizontal rectangular paper with the letter 'A' in the center. Two short horizontal lines are positioned on the top edge, representing staple marks.</p>

## Short-Edge Feed (SEF)

Applicable Paper Size	Portrait	Landscape
<ul style="list-style-type: none"><li>■ <b>Universal Trays</b> A3 B4 JIS B5 JIS Tabloid</li></ul>	 <p>A diagram of a vertical rectangular paper with the letter 'A' in the center. Two short horizontal lines are positioned on the top edge, representing staple marks.</p>	 <p>A diagram of a horizontal rectangular paper with the letter 'A' in the center. Two short vertical lines are positioned on the left edge, representing staple marks.</p>

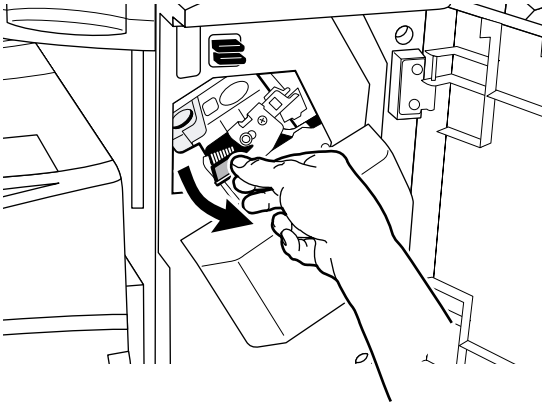
# Adding Staples

1. Open the front cover of the finisher (labeled J).



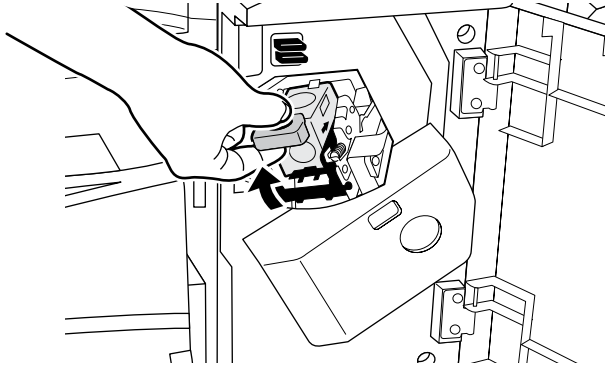
0806-78

2. Pull the stapler cartridge to the front of the printer.



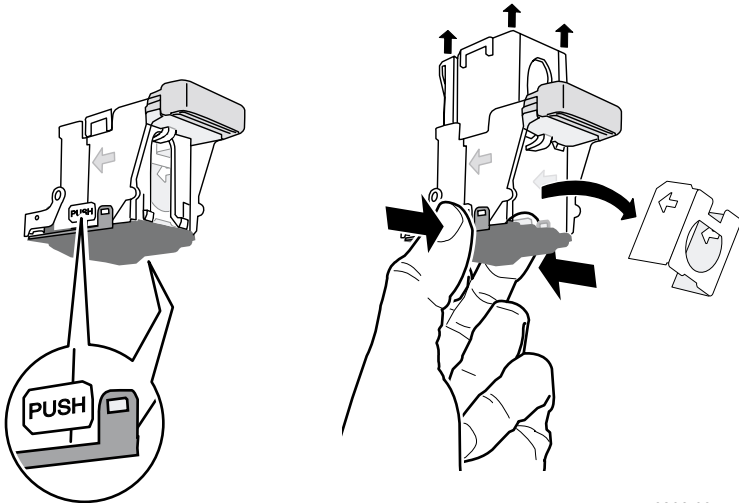
0806-80

3. Remove the stapler cartridge by lifting up and pulling on the green handle on the stapler cartridge.



0806-81

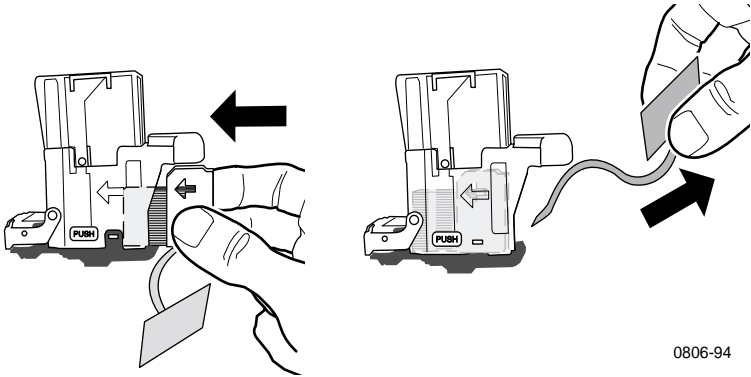
4. Hold the staple cartridge upright.
5. Press together the sides of the staple cartridge where it is labeled **PUSH** and lift the part of the staple cartridge that was released.



0806-93

6. Remove the empty cardboard from the staple cartridge.

7. Slide a new set of staples into the cartridge and pull the tab to release the packaging.



8. Push down the top of the staple cartridge until you hear it click.
9. Replace the staple cartridge in the printer.
10. Close the front cover of the finisher (labeled J).

# Troubleshooting Print-Quality Problems

To reduce possible print problems:

- Maintain a stable temperature and relative humidity for the printer.
- Use only the paper recommended for this printer; see *page 17*.
- Align the paper edge guides in the paper tray to fit the paper.
- Protect the print cartridges from prolonged exposure to direct light.
- Print the **Diagnosing Print-Quality Problems** pages to help you troubleshoot print problems:
  1. On the front panel, scroll to the **Support** menu by pressing the **Up** or **Down Arrow** key.
  2. Press the **OK** key.
  3. Scroll to the **Improve Print Quality?** menu by pressing the **Up** or **Down Arrow** key.
  4. Press the **OK** key.
  5. Scroll to **Print Diagnostic Pages** by pressing the **Up** or **Down Arrow** key.
  6. To print the pages, press **OK**.

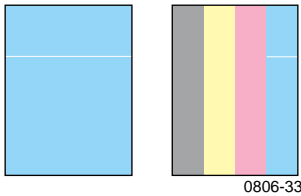
## Note

Also follow the procedures for adjusting the Paper Calibration outlined in the *Advanced Features and Troubleshooting Manual* available on the CD-ROM.




If the information provided in this section does not solve your print problem, refer to *Getting Help* on page 76.

## Print Defects and Potential Remedies

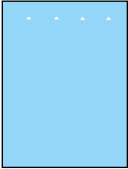
Print-Quality Problem	Potential Remedies
<p><b>Light lines in one color</b></p> <p>Thin, light or white lines appear in only one color.</p>  <p style="text-align: center;">0806-33</p>	<ol style="list-style-type: none"> <li>1. Open the front cover.</li> <li>2. Remove the waste toner cartridge; be careful not to spill toner as you remove the cartridge.           <p><b>Note:</b> For instructions on removing the waste toner cartridge, refer to the labels inside the cover.</p> </li> <li>3. Remove the laser lens cleaner from the inside of the front door.</li> <li>4. Scrub the laser lens of the color with the problem.</li> <li>5. If the problem continues after cleaning the laser lens, do the following:           <ol style="list-style-type: none"> <li>a. Remove the print cartridge of the problem color.               <p><b>Caution:</b> Do not touch the shiny blue surface of the print cartridge because you may damage it.</p> </li> <li>b. Visually inspect the shiny blue surface of the print cartridge.</li> <li>c. If any scratches or damage are visible on this shiny blue surface or if the problem persists, replace the print cartridge with a new one.</li> </ol> </li> </ol>

## Print Defects and Potential Remedies (cont'd.)

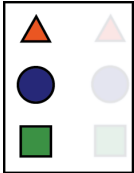
Print-Quality Problem	Potential Remedies
<p><b>Incomplete Fusing</b></p> <p>Toner appears to be pulled off the print, or is easy to rub or scratch off.</p>  <p>0806-42</p>	<ol style="list-style-type: none"><li>1. Make sure that the paper you are using is the correct type for the printer and is correctly loaded in the printer in the correct tray. From the front panel's <b>Printable Pages Menu</b>, select <b>Print Paper Tips Page</b>.</li><li>2. Make sure that the paper loaded in the tray matches the paper type selected on the printer's front panel.</li><li>3. If the problem continues, set the paper type in the front panel to the <b>next heaviest type of paper</b> than what you are using. Below is a list of paper types from the heaviest weight to the lightest:<ul style="list-style-type: none"><li>Thick Cover/Index</li><li>Thin Cover/Index</li><li>Heavy Laser Paper</li><li>Laser Paper</li></ul></li></ol> <p><b>Note:</b> To access the <b>Tray Setup Menu</b> in the front panel, reinsert the paper loaded in the Multi-Purpose Tray (MPT) or pull out and reinsert the Universal Tray. When using the Multi-Purpose Tray (MPT) and Tray 1, the front panel always prompts you to select the paper type. When using trays 2-4, the front panel only prompts you to select the paper type when you have previously selected <b>Heavy Laser Paper</b>.</p>

## Print Defects and Potential Remedies (cont'd.)

Print-Quality Problem	Potential Remedies
<h3>Repeating Defects</h3> <p>Marks or voids recur uniformly in only one color.</p>  <p>0806-39</p> <p>Marks of any color or voids recur uniformly in all colors and/or in non-printed areas.</p>    <p>0806-40</p>	<ol style="list-style-type: none"><li>1. From the front panel's <b>Support Menu</b>, select the <b>Improve Print Quality?</b> menu. Select the <b>Remove Print Smears</b> menu item. This function passes several blank sheets of paper through the printer to clean the fuser rollers.</li><li>2. From the front panel menu select the <b>Printable Pages</b> menu. Select the <b>Service Pages</b> menu. Print the <b>Repeating Defects</b> page. The Repeating Defects page contains rulers to help determine the source of the repeating defects.</li></ol>



## Print Defects and Potential Remedies (cont'd.)

Print-Quality Problem	Potential Remedies
<p><b>Image Offset</b> Toner appears to have been pulled off the page and placed about 84 mm (3.3 inches) across the page from where it should be.</p>  <p>0806-41</p>	<ol style="list-style-type: none"><li>1. Make sure that the paper you are using is the correct type for the printer and is correctly loaded in the printer. From the front panel's <b>Printable Pages Menu</b>, select the <b>Print Paper Tips Page</b>.</li><li>2. Make sure that the paper loaded in the tray matches the paper type selected on the printer's front panel.</li><li>3. If the problem continues, set the paper type in the front panel to the <b>next lightest type of paper</b> than what you are using. Below is a list of paper types from the lightest weight to the heaviest:<ul style="list-style-type: none"><li>Laser Paper</li><li>Heavy Laser Paper</li><li>Thin Cover/Index</li><li>Thick Cover/Index</li></ul></li></ol> <p><b>Note:</b> To access the <b>Tray Setup Menu</b> in the front panel, reinsert the paper loaded in the Multi-Purpose Tray (MPT) or pull out and reinsert the Universal Tray. When using the Multi-Purpose Tray (MPT) and Tray 1, the front panel always prompts you to select the paper type. When using trays 2-4, the front panel only prompts you to select the paper type when you have previously selected <b>Heavy Laser Paper</b>.</p>

## Print Defects and Potential Remedies (cont'd.)

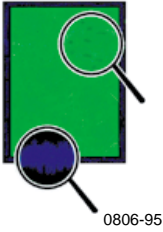
### Print-Quality Problem

### Potential Remedies

**Printing is too light or too dark in all colors**



**Solid fills appear mottled or splotchy**

**Blacks appear blue**



1. Make sure that the paper you are using is the correct type for the printer and is correctly loaded in the printer. From the front panel's **Printable Pages Menu**, select **Print Paper Tips Page**.
2. Make sure that the paper loaded in the tray matches the paper type that you selected on the printer's front panel.
3. Application and printer driver settings can also cause printing to be too light or too dark. Try a different Color Correction mode. From the front panel's **Support Menu**, select the **Improve Print Quality?** menu. Select the **Print Quality Tips Page**.
4. From the front panel's **Support Menu**, select the **Improve Print Quality?** menu. Select the **Calibrate for Paper** menu and follow the instructions on the sheets that automatically print out. You must place the paper that you want to calibrate in your Multi-Purpose Tray (MPT).

## Print Defects and Potential Remedies (cont'd.)

Print-Quality Problem	Potential Remedies
<p><b>Colored or black lines/smudges</b> <b>Streak all colors</b></p> <p>Black and/or colored areas appear on the page in all colors and/or in non-print areas.</p>  <p>0806-38</p>	<ol style="list-style-type: none"><li>1. Make sure that the paper you are using is the correct type for the printer and is correctly loaded in the printer. From the front panel's <b>Printable Pages Menu</b>, select <b>Print Paper Tips Page</b>.</li><li>2. Make sure that the paper loaded in the tray matches the paper type that you selected on the printer's front panel.</li><li>3. From the front panel's <b>Support Menu</b>, select the <b>Improve Print Quality?</b> menu. Select <b>Remove Print Smears</b>. This function passes several blank sheets of paper through the printer to clean the fuser rollers.</li><li>4. If the problem continues, replace the print cartridge of the color matching the color of the smudges.</li></ol>
<p><b>Creases or white patches</b></p> <p>Creases and/or white patches appear on your print.</p>  <p>0806-77</p>	<ul style="list-style-type: none"><li>■ Make sure that the paper you are using is loaded correctly in the Multi-Purpose Tray (MPT).</li><li>■ Ensure that the paper guides are snug against the side of the stack of paper.</li><li>■ Reduce the number of sheets in the tray.</li></ul>

## Print Defects and Potential Remedies (cont'd.)

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### Print-Quality Problem

### Potential Remedies

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#### Color Misregistration

Color has shifted outside the designated area or has been superimposed over another color.

- Turn the printer off and on; the printer will perform an automatic registration calibration.



0806-43

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# Clearing Paper Jams

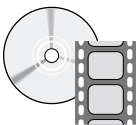
## Preventing jams

- To reduce the frequency of paper and transparency jams, use only Xerox Phaser paper, Xerox Phaser labels, and Xerox Phaser 7700 transparencies. See *page 8* for ordering supplies.
- Fan paper prior to loading in the Universal Trays or Multi-Purpose Tray (MPT).
- For supported paper sizes, refer to *page 18*.
- For proper paper-loading instructions, refer to *page 22*.

## What causes a paper jam?

Paper jams occur most often in these conditions:

- Incorrect paper type selection in printer driver.
- The paper does not meet specifications.
- The paper is moist, bent, or folded.
- The paper is not loaded properly.
- The Universal Tray is not adjusted properly for the paper (side and rear guides).
- The Universal Tray is overfilled. Make sure paper does not exceed tray capacity.
- The loaded paper size is not supported by the paper tray.
- The paper weights are not consistent with the paper tray capacities.



Videos are available with instructions for clearing jams. Videos are located on the CD-ROM or the Xerox web site: [www.xerox.com/officeprinting/7700support/](http://www.xerox.com/officeprinting/7700support/)

If you loaded the videos on your PC's hard drive, you can also access them in the driver's **Troubleshooting** tab.



## Clearing paper jams

When a paper jam occurs, printing stops and a message displays on the front panel. The message indicates the location of the jam and the corrective action. More than one sheet of paper may be jammed in the paper path. Refer to the labels on the printer to clear the jam.

### Caution

To avoid possible injury, do not touch the printer's fuser rollers; they may be hot.

Be careful not to touch the toner on jammed paper as the toner has not been fused to the paper and rubs off.

### Note

Inside the printer, all handles and points of user interaction for removing jammed paper are **green**.

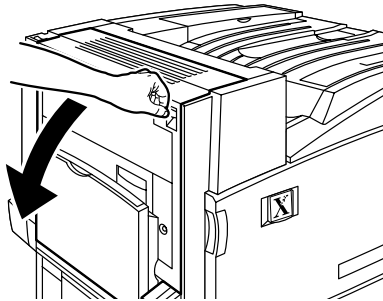
## Jam at A

Follow these steps to clear a jam from the left door:

### Warning

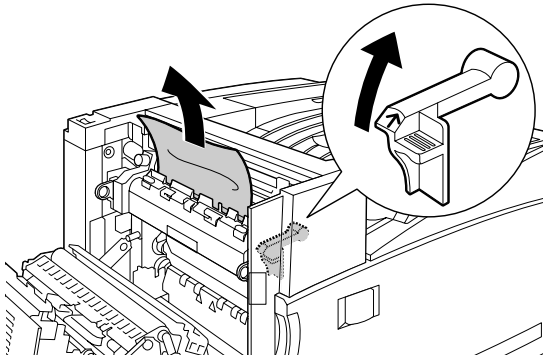
Some components behind the left door may be hot. To avoid injury, use caution when clearing jams.

1. Open the left door (labeled A).



0806-34

2. Lift the green release latch located on the right side of the fuser.



0806-45

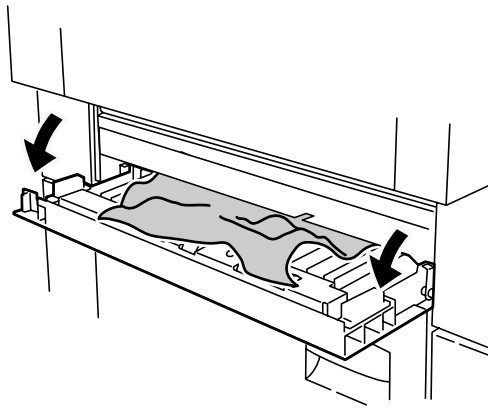
3. Remove the jammed paper.

4. Push down the release latch.
5. Close the left door.

## Jam at B

Follow these steps to clear a jam from the left door below the Multi-Purpose Tray (MPT):

1. Open the door labeled B (below Multi-Purpose Tray).
2. Remove jammed paper.



0806-97

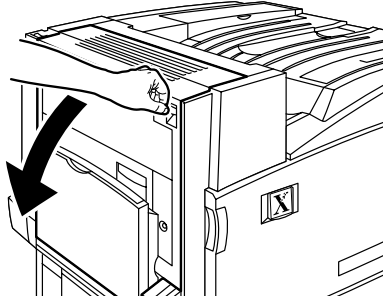
3. Close the door.
4. Pull out tray 1.
5. Make sure that the paper is loaded correctly in the tray and that guides are set flush against the paper.
6. Reinsert tray 1.

# Jam at Multi-Purpose Tray (MPT)

## Warning

Some components behind the left door may be hot. To avoid injury, use caution when clearing jams.

1. Open the left door (labeled A).



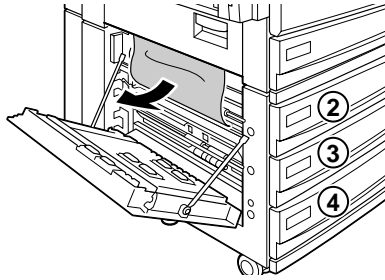
0806-34

2. Remove the jammed paper.
3. Close the door.

## Jam at C

Follow these steps to clear a jam from the lower left door:

1. Open the lower left door (labeled C).
2. Remove the jammed paper.



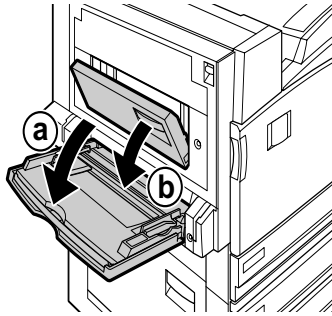
0806-47

3. Close the door.
4. Pull out the tray that is specified on the front panel (2, 3, or 4).
5. Make sure that the paper is loaded correctly in the tray and that guides are set flush against the paper.
6. Reinsert the tray.

# Jam at D - Duplex Unit

Follow these steps to clear a jam from the duplex unit:

1. Open **(a)** the Multi-Purpose Tray (MPT) and **(b)** the upper left door (labeled D).



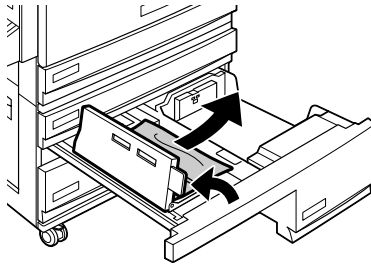
0806-66

2. Remove the jammed paper.
3. Close the door.

## Jam at E - Tray 4

Follow these steps to clear a jam at the High-Capacity Feeder:

1. Open the lower left door (labeled C).
2. Remove the jammed paper.
3. Close the door.
4. Pull out tray 4.
5. Open the lid on the left side of the tray and remove jammed paper, if any.



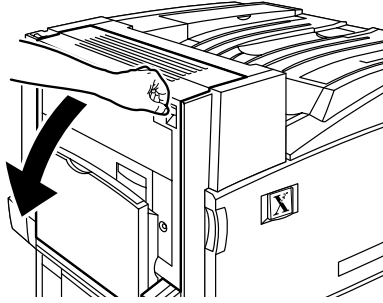
0806-67

6. Make sure that the paper is loaded correctly in the tray and that the guide is set flush against the paper.
7. Reinsert tray 4.

## Jam at the Finisher-Bypass Feeder (labeled G)

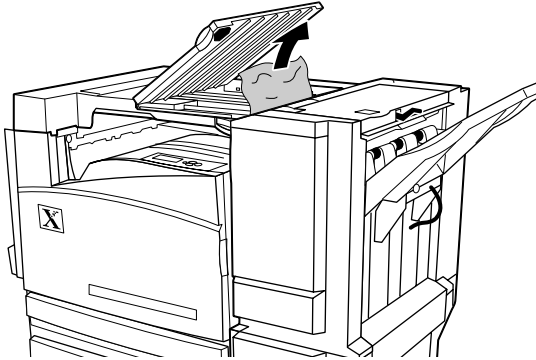
Follow these steps to clear a jam at the Finisher-Bypass Feeder:

1. Open the printer's left door (labeled A).



0806-34

2. Remove the jammed paper, if any.
3. Close the printer's left door (labeled A).
4. Open the finisher-bypass door (labeled G).



0806-75

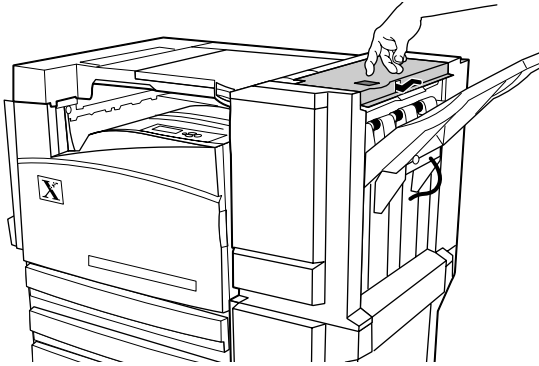
5. Remove the jammed paper, if any.
6. Close the finisher-bypass door (labeled G).



# Jam at H - Finisher

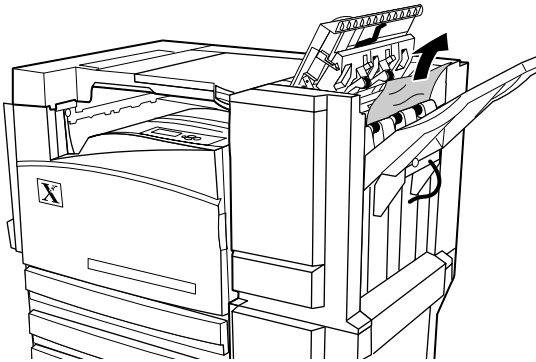
Follow these steps to clear a jam at the finisher:

1. Push the button on the top of the finisher to open the cover.



0806-72

2. Remove the jammed paper.

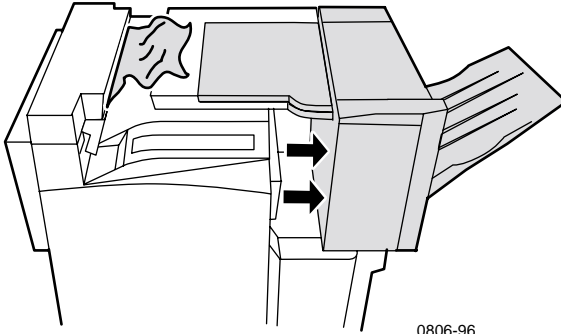


0806-73

3. Close the top cover.

## Jam at F (with Finisher only)

1. Pull the finisher away from the printer.



2. Remove the jammed paper from the printer or from the entrance to the Finisher-Bypass.
3. Push the finisher back into position.

# Moving and Shipping the Printer

## Warning

Follow these guidelines to avoid injuring yourself or damaging the printer:

- Always use at least three people to lift the printer.
- Always turn off the printer using the power switch on the top-rear of the printer.

## Moving the printer within the office

The printer can be safely moved from one location within an office to another, as long as it travels gently over smooth surfaces. Any jarring movement, such as pushing the printer over a raised door threshold or across a parking lot, can damage the printer.

## Warning

Damage to the printer caused by improper moving may not be covered by the printer's warranty.

1. Close all of the printer's doors and covers.
2. Turn off the printer using the power switch located on the top-right of the printer.
3. Have three people move the printer to the new location. (Use a cart or dolly that can support a minimum of 250 pounds.)

## Preparing the printer for shipment

To transport the printer by vehicle, the printer must be prepared according to a specific procedure. Special hardware inserts (removed during the installation procedure) must be installed in the printer so that it can be shipped safely. Additionally, the printer must be repackaged in an appropriate shipping carton.

If you do not have all of the original packaging, order repackaging kit 065-0592-00. To order replacement packaging, go to [www.xerox.com/officeprinting/support](http://www.xerox.com/officeprinting/support) or contact your local Xerox service representative. Instructions for repackaging the printer are provided in the repackaging kit, on the CD-ROM or on the web site. If you are unable to repackage the printer, Xerox service personnel can repackage the printer for a fee.

**Note**

Failure to repackage the printer properly can result in damage to the printer which may not be covered by the printer's warranty.

# Getting Help

Refer to the following resources for information about your printer.

## The front panel

- Offers you a suite of tools along with information pages to help solve printing quality, paper feed, supplies, and printer administration problems.
  - Press the information key on the front panel, see *page 10* for information about the front panel.
  - To print troubleshooting pages: scroll to the **Printable Pages** menu by pressing the **Down** or **Up Arrow** key. Press **OK**. Scroll to **Print Help Guide** by pressing the **Down** or **Up Arrow** key. Press **OK**.

## Printer CD-ROM

- *Phaser 7700 Color Printer User Guide* (this manual)
- *Advanced Features and Troubleshooting Manual*
- *Installation Guide*
- How-to videos
- Printer drivers
- Driver Installers (Mac and Windows)
- Read Me release notes
- Networking information
- CentreWare Font Download Utility
- Adobe Acrobat Reader
- Adobe Type Manager (ATM)

## PhaserSMART™

PhaserSMART™ is an automated, Internet-based, support system. You can access interactive troubleshooting by selecting:

- In the printer driver, the **Technical Support** link on the **Troubleshooting Tab**.
- In CentreWare IS, the **Technical Support** link, under the **Support Links** section on the **Support** tab.

## Xerox web site

[www.xerox.com/officeprinting/](http://www.xerox.com/officeprinting/)

- Product, supplies, and service information
- Downloading printer drivers
- Finding your local reseller
- On-line documentation

## infoSMART™ Knowledge Base

[www.xerox.com/officeprinting/infoSMART/](http://www.xerox.com/officeprinting/infoSMART/)

infoSMART™ is the same troubleshooting knowledge base used by Xerox Customer Support staff to provide the latest technical information on:

- Application issues
- Networking issues
- Printer errors
- Print-quality issues
- Troubleshooting

## Color Connection

**[www.colorconnection.xerox.com](http://www.colorconnection.xerox.com)**

Color resource for tools and information to help you get the most from your color printer:

- Interactive tutorials and helpful tips for using your printer and favorite software applications.
- Easy access to on-line technical support.
- Customized features to meet your individual needs.

## Other on-line services

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Subscribe to email update notices: **[www.colorconnection.xerox.com](http://www.colorconnection.xerox.com)**

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Technical Support **[www.xerox.com/officeprinting/support](http://www.xerox.com/officeprinting/support)**

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## Local resellers

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See **[www.xerox.com/officeprinting/contacts](http://www.xerox.com/officeprinting/contacts)** for the most updated information.

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**U. S.**  
1-800-835-6100

**Canada**  
1-877-662-9338

**Outside U.S. and  
Canada**  
Contact your local  
Xerox office for a list of  
local resellers

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# Customer Support Center

See [www.xerox.com/officeprinting/contacts](http://www.xerox.com/officeprinting/contacts) for the most updated information.

U. S. and Canada 1-800-835-6100	Ecuador +593 (2) 520 480	Norway 8150 0308
Argentina 54-114-378-5444	Finland 0800 11 8388	Puerto Rico 1-800-835-6100
Australia 1-800-811-177	France 0825 393 490	Singapore 1-800-356-5565
Austria 017956 7083	Germany 01 805 004392	ASEAN +65 251 3006
Belgium-Dutch 070 222 047	Hong Kong 2513-2513	Spain 902 160 236
Belgium-French 070 222 045	Italy 199 112 088	Sweden 0771 1788 08
Bolivia +(5913) 469-090	Japan +81 03 3448 3040	Switzerland 0845 845 107
Brazil 0800-21-8400	Korea 82(2) 528 4661	Taiwan 2 2757 1567
Chile 800-200-600	Mexico 52 (5) 628-1091	Thailand 2 645 3600
Colombia 571-636-3011	Netherlands 0900 202 1154	UK 0870 241 3459
Denmark 7010 7288	New Zealand 0 800 449 177	Venezuela +58(2)265-2625



# Specifications

## Material Safety Data Sheet

Manufacturer: Xerox Corporation Office Printing Business  
P. O. Box 1000  
Wilsonville, Oregon, 97070-1000

Preparation Date: January 15, 2001

### SECTION 1 - PRODUCT IDENTIFICATION

Product Names	Part Numbers
Black Toner Cartridge	016-1882-00, 016-1947-00
Cyan Toner Cartridge	016-1879-00, 016-1944-00
Magenta Toner Cartridge	016-1880-00, 016-1945-00
Yellow Toner Cartridge	016-1881-00, 016-1946-00
Black Developer Cartridge	116-1111-00
Cyan Developer Cartridge	116-1114-00
Magenta Developer Cartridge	116-1113-00
Yellow Developer Cartridge	116-1112-00

**(Developer cartridges are replaced by Xerox Service Technicians only)**

**Product Use: XEROX Phaser® 7700 color printers**

### SECTION 2 - INFORMATION ON INGREDIENTS

Ingredients (percent by weight)	CAS number
<b>Toner:</b>	
Polyester resins (60-90 percent)	Trade Secret
Carbon black or non-hazardous color pigments (2-35 percent)	Trade Secret
Amorphous silicas (2-5 percent)	68611-44-9/67762-90-7
<b>Developer:</b>	
Frits, chemicals (>95 percent)	65997-18-4
Toner (<5 percent)	

### SECTION 3 - HAZARDS IDENTIFICATION

**ROUTES OF EXPOSURE:** Toner and developer powders are encased in a cartridge. Minimal exposure through inhalation or skin contact is expected when used as intended.

**POTENTIAL HEALTH EFFECTS:** Health effects from this product are expected to be negligible, when product is used as intended. See Section 11, Toxicology Information.

**Immediate Effects:**

Inhalation: Minimal irritation to respiratory tract, as for any non-toxic dust

Skin: Not expected to cause skin irritation

Eye: Not expected to cause eye irritation

Ingestion: Not an expected route of exposure

**Chronic Effects:** None known

**SIGNS AND SYMPTOMS OF EXPOSURE:** Minor irritation to respiratory tract.

**MEDICAL CONDITIONS AGGRAVATED BY EXPOSURE:** None known.

### SECTION 4 - FIRST AID MEASURES

**INHALATION:** Remove person to fresh air. Seek medical attention if symptoms occur.

**EYES:** If particles get into eye, flush thoroughly with water. Seek medical attention if symptoms occur.

**SKIN:** Wash thoroughly with soap and water. Seek medical attention if symptoms occur.

**INGESTION:** Dilute stomach contents with several glasses of water. Seek medical attention if symptoms occur.

### SECTION 5 - FIRE FIGHTING MEASURES

**FLASH POINT:** Not applicable

**FIRE & EXPLOSION HAZARDS:** Toner is a combustible powder. Like most organic powders, it can form explosive mixtures when dispersed in air.

**EXTINGUISHING MEDIA:** Water, dry chemical, carbon dioxide, or foam.

**FIRE FIGHTING INSTRUCTIONS:** Avoid inhalation of smoke. As for any fire, wear protective clothing and self-contained breathing apparatus.

**SECTION 6 - ACCIDENTAL RELEASE MEASURES**

**SPILL OR LEAK:** Sweep up or vacuum spilled materials and carefully transfer into sealable waste container. Sweep slowly to minimize generation of dust during clean up. If a vacuum is used, the motor must be rated as dust tight. A conductive hose bonded to the machine should be used to reduce static buildup. Clean up residue if necessary with soap and cold water. Wash or dry clean garments after removing loose toner.

**SECTION 7 - HANDLING AND STORAGE**

**HANDLING:** No special precautions, when used as intended.

**STORAGE:** Avoid high temperatures.

**SECTION 8 - EXPOSURE CONTROL - PERSONAL PROTECTION**

No special personal protection indicated, when used as intended in Xerox Phaser® color printers.

**THRESHOLD LIMIT VALUE (TLV):** 10 mg/m<sup>3</sup> (total dust)

**PERMISSIBLE EXPOSURE LIMIT (PEL):** 15 mg/m<sup>3</sup> (total dust); 5 mg/m<sup>3</sup> (respirable dust)

**SHORT TERM EXPOSURE LIMIT (STEL):** None established

**CEILING LIMIT:** None established

**XEROX EXPOSURE LIMIT (XEL):** 2.5 mg/m<sup>3</sup> (total dust); 0.4 mg/m<sup>3</sup> (respirable dust)

**SECTION 9 - PHYSICAL AND CHEMICAL PROPERTIES**

**APPEARANCE/ODOR:** Black, blue, red, or yellow powders/faint odor

**BOILING POINT:** Not applicable

**SOLUBILITY IN WATER:** Insoluble

**EVAPORATION RATE:** Not applicable

**VAPOR DENSITY (Air = 1):** Not applicable

**VOLATILE:** Not applicable

**SOFTENING RANGE:** Not available

**MELTING POINT:** Not available

**SPECIFIC GRAVITY (Water = 1):** Approximately 1 (toner), 5 (developer)

**VAPOR PRESSURE (mm Hg):** Not applicable

**pH:** Not applicable

## SECTION 10 - STABILITY AND REACTIVITY

STABILITY: Stable.

INCOMPATIBILITY WITH OTHER MATERIALS: Strong oxidizers

HAZARDOUS POLYMERIZATION: Will not occur

HAZARDOUS DECOMPOSITION PRODUCTS: During a fire, toxic gases may be generated by thermal decomposition or combustion.

## SECTION 11 - TOXICOLOGICAL INFORMATION

This material has been evaluated by Xerox Corporation. The toxicity data noted below is based on test results of similar toners.

Oral LD<sub>50</sub>: >5 g/kg (rats), practically non-toxic

Dermal LD<sub>50</sub>: > 5 g/kg (rabbits), practically non-toxic

Inhalation LC<sub>50</sub>: > 5 mg/l (rats; 4 hour exposure), practically non-toxic

Inhalation LC<sub>50</sub>: > 20 mg/l (rats; calculated for 1 hour exposure), non-poisonous per DOT

Eye Irritation: Not an irritant

Skin sensitization: Not a sensitizer

Skin irritation: Not an irritant

Human Patch: Non-irritating, non-sensitizing

Mutagenicity: No mutagenicity detected in Ames assay

Carcinogens: None present

Additional Information: The results obtained from a Xerox sponsored Chronic Toner Inhalation Study demonstrated no lung changes in rats for the lowest (1 mg/m<sup>3</sup>) exposure level (i.e., the level most relevant to potential human exposure). A very slight degree of fibrosis was noted in 25 percent of the animals at the middle (4 mg/m<sup>3</sup>) exposure level, while a slight degree of fibrosis was noted in all the animals at the highest (16 mg/m<sup>3</sup>) exposure level. The findings are attributed to "lung overloading", a generic response to excessive amounts of any dust retained in the lungs for a prolonged period. This study was conducted using a special test toner to comply with EPA testing protocol. The test toner was ten times more respirable than commercially available Xerox toner and would not be functionally suitable for Xerox equipment.

## SECTION 12 - ECOLOGICAL INFORMATION

Aquatic LC<sub>50</sub>: > 1000 mg/l (fathead minnows; rainbow trout) non-toxic

**SECTION 13 - DISPOSAL CONSIDERATIONS**

These materials are not RCRA hazardous wastes as specified in 40 CFR 261. State and local waste disposal requirements, however, may be more restrictive. Dispose in accordance with all federal, state, and local regulations. Incinerate only in a closed container.

**SECTION 14 - TRANSPORTATION INFORMATION**

DOT: Not regulated.

**SECTION 15 - REGULATORY INFORMATION**

TSCA: All components of these toners have been manufactured in compliance with TSCA.

RCRA: TCLP metals below hazardous waste levels set by EPA.

CANADIAN WHMIS: These toners are not regulated as controlled products under the Workplace Hazardous Material Information System (WHMIS).

**SECTION 16 - OTHER INFORMATION**

NFPA 704: Health-0, Fire-1, Reactivity-0 (All colors)

Original preparation date: 1/15/01

Xerox Corporation

Office Printing Business

Environmental, Health & Safety

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Safety Information: 800-828-6571

Health Emergency: 716-422-2177

Transportation Emergency (Chemtrec): 800-424-9300

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